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**BOARD OF  
STATE AND  
COMMUNITY  
CORRECTIONS**



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**BOARD MEETING**

**JUNE 11, 2020**

**AGENDA & REPORTS**

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916.445.5073  
[WWW.BSCC.CA.GOV](http://WWW.BSCC.CA.GOV)

KATHLEEN T. HOWARD  
Executive Director, BSCC

**BOARD MEMBERS**

LINDA M. PENNER  
Chair, BSCC

RALPH DIAZ  
Secretary, CDCR

Guillermo Viera Rosa  
Director  
Adult Parole Operations, CDCR

DEAN GROWDON  
Sheriff, Lassen County

WILLIAM GORE  
Sheriff, San Diego County

VACANT  
County Supervisor/CAO

LEE SEALE  
Chief Probation Officer  
Sacramento County

MICHAEL ERTOLA  
Chief Probation Officer  
Nevada County

GORDON S. BARANCO  
Retired Judge  
Alameda County

ANDREW MILLS  
Chief of Police  
City of Santa Cruz

SCOTT BUDNICK  
Film Producer and Founder of  
The Anti-Recidivism Coalition

DAVID STEINHART  
Director, Commonweal  
Juvenile Justice Program

NORMA CUMPIAN  
Women's and Non-Binary Services Manager  
Anti-Recidivism Coalition (ARC)



**Board Meeting Agenda**

June 11, 2020 - 10:00 a.m.

**TELECONFERENCE & ZOOM PARTICIPATION ONLY**

Pursuant to Governor's [Executive Order N-29-20](#)

**Instructions for Attending ZOOM/Teleconference Board Meeting  
appear at the end of this agenda**

*Routine items are heard on the consent calendar. All consent items are approved after one motion unless a Board member asks for discussion or separate action on any item. Anyone may ask to be heard on any item on the consent calendar prior to the Board's vote. Members of the public will be given the opportunity to give public comment during the Board's discussion of each item. There is a two-minute time limit on public comment unless otherwise directed by the Board Chair.*

**I. Call Meeting to Order**

**II. Information Items**

1. COVID-19 Update:
  - A. Adult Facilities
  - B. Juvenile Facilities
  - C. BSCC inspections, training compliance, and grants

2. Chair's Report
3. Executive Director's Report
4. Legislative Update
5. Legal Update

**III. Action: Consent Items**

- A. Minutes from the April 9, 2020 Board Meeting: **Requesting Approval**
- B. California Violence, Intervention and Prevention (CalVIP) No Cost, Cohort II One Year Extensions: **Requesting Approval**

**IV. Action: Discussion Items**

- C. Facilities Standards and Operations: 2018/2020 Biennial Inspection Cycle COVID-19 Modifications: **Requesting Approval**

- D. Youth Reinvestment Grant Funding Recommendations:  
**Requesting Approval (*Pending 2020-2021 Budget Act*)**
- E. Tribal Youth Diversion Grant Funding Recommendations:  
**Requesting Approval (*Pending 2020-2021 Budget Act*)**
- F. Senate Bill (SB) 81 Local Youthful Offender Rehabilitative  
Facilities Construction Financing Program, Monterey County  
Scope Change: **Requesting Approval**

#### **IV. Public Comments**

*Public comment about any agenda item or any future agenda items may be heard at this time.*

#### **V. Adjourn**

**Next Meeting:**

**Thursday, July 9, 2020 (Sacramento)**

**Instructions for Attending ZOOM/Teleconference Board Meeting:**

Please use this link to download the ZOOM application on to your device prior to the meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/86953687114?pwd=QUFGREZ1RzlJamZDcIM3K2xPSDduZz09>

**Meeting ID: 869 5368 7114**

**Password: 335036**

One tap mobile

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+1 312 626 6799 US (Chicago)

Meeting ID: 869 5368 7114

Find your local number: <https://us02web.zoom.us/j/86953687114?pwd=QUFGREZ1RzlJamZDcIM3K2xPSDduZz09>



# Public Comment

STATE CAPITOL  
P.O. BOX 942849  
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DISTRICT OFFICE  
1350 FRONT STREET, SUITE 6046  
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# Assembly California Legislature



**SHIRLEY N. WEBER**  
ASSEMBLYMEMBER, SEVENTY-NINTH DISTRICT

**COMMITTEES**  
BANKING AND FINANCE  
BUDGET  
EDUCATION  
ELECTIONS AND REDISTRICTING  
HIGHER EDUCATION

**SUBCOMMITTEES**  
CHAIR: BUDGET SUBCOMMITTEE NO. 5  
ON PUBLIC SAFETY  
BUDGET SUBCOMMITTEE NO. 6 ON  
BUDGET PROCESS OVERSIGHT AND  
PROGRAM EVALUATION

**SELECT COMMITTEE**  
CHAIR: CAMPUS CLIMATE

May 18, 2020

Board of State and Community Corrections (BSCC)  
2590 Venture Oaks Way Suite 200  
Sacramento, CA 95833

Dear Chair Penner and Members of the Board of State and Community Corrections:

We are writing to inquire about the BSCC's intentions for the \$58.6 million it will receive from the Bureau of Justice Assistance (BJA). These funds have been designated to the State of California through the Coronavirus Aid, Relief, and Economic Security Act to help states and local jurisdictions "prevent, prepare for, and respond to coronavirus."

Our request stems from inquiries we have received from community-based organizations that serve crime survivors and justice-involved people. Many of these organizations and the people they serve come from communities that have been disproportionately impacted by the crisis. We want to know that the BSCC has a plan not only to support California's criminal justice agencies, but also to prioritize assistance for these essential service providers. Several other states have already indicated an intent to support nonprofit service providers with these BJA funds.

More than ever, California relies on a network of community-based organizations that provide essential services to justice involved people, survivors, and their communities. Groups closest to and most reflective of those they serve are uniquely equipped to deliver critical services during this time, and need resources to continue their work. These community-based providers are supporting an increasing number of people returning home from jails and prisons, supporting survivors who are uniquely vulnerable right now, and working hard with few resources to adapt their services to meet the needs of our most impacted communities.

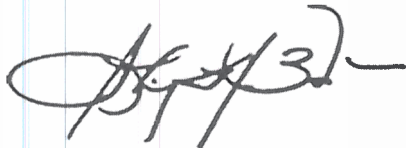
As the state distributes federal stimulus dollars like the BJA funds through the BSCC, it must not compound structural inequality by failing to prioritize our state's hardest hit communities. To "prevent, prepare for, and respond to coronavirus," the BSCC must ensure that federal resources are available to community-based, nongovernmental organizations that work with the state's most impacted and vulnerable people.

The BSCC has long shown a commitment to grantmaking that is informed by communities and organizations that its funding serves. We would like to know more about how the BSCC intends to collaborate with California's community-based violence prevention, reentry, and victim service organizations, particularly those serving communities that have been hardest hit during the pandemic.

We would appreciate it if you would contact Raymond Contreras in Assemblymember Weber's office to coordinate a time to discuss these issues no later than Monday, May 25th. Raymond can be reached at (619) 947-9525 or by email at [Raymond.Contreras@Asm.Ca.Gov](mailto:Raymond.Contreras@Asm.Ca.Gov).

We look forward to hearing from you at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Shirley N. Weber".


**ASSEMBLYMEMBER SHIRLEY N. WEBER, Ph.D.**

Chair of Assembly Budget Subcommittee on Public Safety

A handwritten signature in black ink, appearing to read "Mark Stone".

**ASSEMBLYMEMBER MARK STONE**

Chair of Assembly Judiciary Committee

A handwritten signature in black ink, appearing to read "Reginald Jones-Sawyer, Jr.".

**ASSEMBLYMEMBER REGINALD JONE-SAWYER, JR.**

Chair of the Assembly Committee on Public Safety

# Information Items

# Information Item – 4

## Legislative Update

Pending

Agenda Item A

April 9, 2020

Board Meeting Minutes

**MINUTES**  
**BOARD OF STATE AND COMMUNITY CORRECTIONS MEETING**  
**THURSDAY, APRIL 9, 2020**

Meeting Held Via Zoom & Teleconference  
Pursuant to Governor's [Executive Order N-29-20](#)

**I. Call to Order**

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Chair Linda Penner called the meeting to order at 10:03 AM.

Chair Penner welcomed the Board Members and the public to the Zoom & Teleconference meeting.

Board Secretary Adam Lwin provided instructions to the Board members and public for participation in the Zoom meeting.

Lwin called roll and announced that there was a quorum.

The following members were in attendance via Zoom or Teleconference:

Chair Penner	Mr. Diaz	Mr. Green	Mr. Growdon
Mr. Seale	Mr. Ertola	Mr. Baranco	Mr. Steinhart
Mr. Gore	Mr. Mills	Ms. Cumpian	Mr. Budnick

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**ABSENT BOARD MEMBERS:**

None

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Chair Penner made her opening remarks to notify the public of the adjustments due to COVID-19. The BSCC continues to provide guidance and updates to the field, collect and post public information, and respond to many questions and requests. Penner stated that the BSCC understands that information, leadership and guidance are the goals of BSCC, and the agency has met these challenges.

Chair mentioned the following:

- Some Corrections Planning and Grants Program grantees are not able to provide services.
- Some county facility construction projects have been delayed.
- Some training has been delayed
- And some compliance inspections also have been delayed.



- On March 6, 2020 the BSCC sent a memo to the field reminding local facilities of the steps necessary to suspend regulations in the event of an emergency and that any lengthy suspensions would require approval from the Chair of the Board.
- On March 12, based on consultation with the Governor's Office and the Department of Public Health, the BSCC sent a memo to the field recommending the suspension of all in-person visitation in jails.
- On March 13, the BSCC sent further guidance to juvenile halls regarding suspension of regulations, suggesting alternatives to incarceration may be appropriate.
- On March 27, the BSCC reviewed all requests for suspension of regulations and approved the suspensions.
- On April 3, the BSCC advised local detention facilities on the regulations regarding communicable diseases and provided guidance to work with local health departments, provided links to resources such as the CDC and California Department of Public Health, and also notified counties that there was an expectation that counties would continue to mitigate suspensions of regulations (e.g., providing video visitation in lieu of in-person visitation, providing alternatives for programming and education).
- On April 8, the BSCC sent out memo on supplemental reporting for jails and juvenile halls, asking for counties to report weekly on total bookings, total releases, and releases related to COVID.
- The BSCC will be reviewing emergency suspensions of regulations every two weeks and the BSCC Field Representatives are in regular contact with the counties and to assist with mitigation strategies.
- Before the COVID crisis took hold, the BSCC was in the process of updating adult facility regulations and will continue that process, and to the extent that is needed to revise the regulations addressing communicable diseases.

Penner stated that this is going to be a long and ongoing process and the BSCC is going to continue to work with the county partners, the Governor's Office, CDCR, Department of Public Health, and the Department of Finance during this unprecedented emergency.

Penner said that the Board might need to meet again in late April or early May to discuss further responses and plans during the COVID-19 emergency.

## **II. Information Items**

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### **1. COVID-19 Updates**

- A. Adult Facilities**
- B. Juvenile Facilities**
- C. BSCC inspections, training compliance, and grants**

### **2. Chair's Report**

Updates were provided during the Chairs' opening remarks.

### **3. Executive Director Report**

Executive Director Kathleen Howard reported on the following:

#### **CPGP:**

- The BSCC will review and consider requests for budget modifications to programs and services that might not otherwise fulfill the purpose of the grant program. Deputy Director Ricardo Goodridge will be presenting an item today about additional authority regarding grant changes being delegated to the Chair during the COVID-19 emergency.
  - This may include, but not be limited to, providing services through remote means (e.g., video conferencing or electronic means). Project scope changes and project extensions will also be considered provided that the proposed scope change is in line with eligible activities of the grant program. Each instance will be handled on a case-by-case basis.
  - She said that the BSCC can only reimburse grantees for actual expenditures claimed with grant funds. To the extent reimbursable expenses are no longer occurring, the BSCC will be unable to reimburse the grant program for those expenses.
- On April 8, 2020 the BSCC distributed a survey to the 69 Adult Reentry Grant recipients. The BSCC is requesting information from the field on current capacity to provide reentry services in view of the heightened need for services during the COVID-19 emergency, including the approximately 3,500 additional releases from CDCR. The BSCC will collect information about current capacity to provide services such as transportation, housing, food, clothing, and health services. The surveys are due back to the BSCC on April 13 and will be posted on the BSCC's website.

- On Wednesday April 1, 2020, the BSCC released to the field the request for reporting for Juvenile Justice Crime Prevention Act & Youthful Offender Block Grant (JJCPA-YOBG) Annual Plans. Because of the Governor's executive order granting a 30-day extension, the plans are due back to the BSCC by May 31, 2020 and will be posted on the BSCC's website.

## **STC PROGRAM**

- To the extent that training cannot be completed due to COVID-19 due to cancellation and travel restrictions, the BSCC will consider COVID-19 as a mitigating circumstance so that agencies are not found out of compliance with training standards and can have additional time to complete the training requirements.
- Many agencies have been unable to administer in-person selection exams. BSCC has an online selection exam option for agencies so they can continue to recruit and hire.
- The deadlines for agencies to file required annual training plan (ATP) for next year and modify their current plan for this year have been extended by 30 days. The ATP is now due May 15 and modifications now due May 30.

## **FSO INSPECTIONS**

- Inspections are currently on hold. The BSCC has cancelled all scheduled inspections through the end of May. Field Representatives are conducting extensive work from home on desk reviews, reviewing the written policies and procedures for compliance reviews. Field reps will get back out into the field ASAP.
- Howard thanked the BSCC staff, in particular, the Field Representatives in FSO who are in touch with local facilities every day.
- Field Representatives are providing technical assistance, responding to requests, and updating information. The BSCC is aware there are concerns about what is happening in the local facilities. The BSCC will do everything we can to protect the health and safety of all in those facilities.
- The BSCC anticipates sending a request out to all Probation Chiefs to ask what their current policies are around admissions and releases during this emergency. There has been significant interest and concern about how individual youth are being reviewed or evaluated to see if early release is an option. The BSCC will

ask the Probation Chiefs to share information about how they are doing this important work.

### **\$58.5 MILLION IN CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF)**

- On March 30, the federal Bureau of Justice Assistance released the solicitation for the Coronavirus Emergency Supplemental Fund (CESF), which includes \$58.5 million for which the BSCC, as California's State Administering Agency, is eligible to apply.
- The CESF Program will provide funding to assist eligible states, local units of government, and tribes in preventing, preparing for, and responding to the coronavirus.
- Funds awarded under the CESF Program must be used to prevent, prepare for, and respond to the coronavirus. Allowable projects and purchases include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.
- This application is open until May 29, 2020.
- This is a separate pot of funding, and Congress specifically crafted it in a way to leave out the immigration-related grant requirements that have been in the Byrne JAG program and have been the subject of extensive litigation involving CA and other states over the last three years. Those provisions are not in the CESF Coronavirus Emergency Supplemental Fund.

Mr. Steinhart thanked the BSCC staff for the hard work handling the COVID-19 crisis.

*Public Comment was heard:*

**Dominique Nong (Children's Defense Fund):** Requested notifications from the facilities on suspension of regulations. Asked for guidance for testing of COVID-19 testing of those who are being released. Asked for distinctions on releases due to COVID-19.

**Sue Burrell (Pacific Juvenile Defender Center):** Asked BSCC to strengthen guidance to facilities on release. Asked the Board to be clearinghouse for COVID-19 issues from the public and incarcerated individuals.

**Shannan Wilber (National Center for Lesbian Rights):** Requested an expedited process for release and reduction of populations of juveniles in facilities and the need for BSCC to triage calls regarding the COVID-19.

**Miguel Garcia (Anti-Recidivism Coalition):** Asked BSCC to act as a public database and collect transparent COVID-19 data.

**Renee Menart (Center on Juvenile and Criminal Justice):** Asked that guidance on COVID-19 be strengthened. Suggested that BSCC should be a centralized public reporting system.

**Israel Villa (California Alliance for Youth and Community Justice):** Asked for increased mental health and counseling services in juvenile halls and that facilities continue to provide ample programming.

**Rebecca Gonzales (National Association of Social Workers):** Suggested that guidance on COVID-19 should be stronger.

**Brian Goldstein (Center on Juvenile and Criminal Justice):** Asked for centralized database for COVID-19 information by the BSCC.

Mr. Steinhart asked if the BSCC has the capacity to be a COVID-19 clearinghouse.

Chair Penner and Executive Director Howard responded with the concerns that the BSCC has on this pandemic and are working with various agencies to resolve and help the many issues as fast as possible.

*End of Public Comment*

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#### **4. Legal Update:**

General Counsel Aaron Maguire reported on the following:

Byrne/JAG litigation: There were two recent appellate court decisions, one in favor and one against the position of the State of California with respect to the ongoing Byrne/JAG litigation. Increases the likelihood that the Supreme Court of the United States will have to resolve the issue.

\$58.5 million CESF – The immigration conditions are not part of this funding.

#### **5. Debrief of Hearings on Jail Inspections, Regulation Revisions**

Executive Director Howard reported on the following:

Thanked Board members Chair Penner, Chief Seale, and Judge Baranco for their attendance at the listening session in Sacramento.

Comments focused on the BSCC conducting surprise inspections without advance notice. Other emerging concerns were on COVID-19 medical treatment and policies inside of jails.

The Bakersfield meeting on Wednesday March 11, 2020 was not attended by members of the public.

The San Diego listening session was canceled due to COVID-19.

### **III. Action: Consent Items**

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**A. Minutes from the February 13, 2020 Board Meeting: Requesting Approval**

**B. Standards and Training for Corrections, Notice of Proposed Action: Requesting Approval**

Pursuant to Penal Code Section 6035, the Board of State and Community Corrections is required to adopt and amend, as necessary, minimum standards for the selection and training of corrections personnel employed by Sheriff's Offices, Police Departments, and Probation Departments. At its January 17, 2019 meeting, the Board approved draft regulations for changes to core training for those personnel, including the addition of six transfer academies, and directed the initiation of the regulation revision process. The public comment period has concluded without additional input, and this agenda item requested final approval of the regulation revisions.

**C. California Violence Intervention and Prevention (CalVIP), Request for Proposals Due Date Extension: Requesting Approval**

*Mr. Baranco, Ms. Cumpian, and Mr. Budnick recused themselves from Agenda Item C pursuant to Government Code section 1091.*

This agenda item requested Board approval of an eight-week extension to the CalVIP proposal submission due date reflected in the CalVIP Request for Proposals (RFP) and corresponding adjustments to all RFP dates.

**D. Proposition 64 Public Health & Safety Grant Program, Request for Proposals Due Date Extension: Requesting Approval**

This agenda item requested Board approval for a proposed 60-day extension on the RFP amended version submittal due date for the Proposition 64 Public Health & Safety Grant Program and adjustments of all RFP dates.

*Mr. Growdon, Ms. Cumpian, Mr. Mills and Mr. Budnick recused themselves from Agenda Item D pursuant to Government Code section 1091.*

Mr. Ertola moved approval. Mr. Gore seconded. The motion carried for agenda items A-D.

## Discussion Items

### **E. California Violence, Intervention and Prevention (CalVIP) No Cost, One Year Extensions: Requesting Approval**

Field Representative Colleen Curtin presented this agenda item, which requested Board approval of a no-cost, one-year extension for two CalVIP grantees, the City of Pasadena and Young Visionaries Youth Leadership Academy (YVYLA). These grantees experienced time-consuming budget negotiations at the start of the grant that delayed the initiation of service delivery. The extensions would allow for additional time to run their programs and spend down the grant funds in accordance with their Grant Agreements.

Mr. Growdon moved approval. Mr. Gore seconded. The motion carried. Prior to the discussion Mr. Baranco, Mr. Budnick and Ms. Cumpian recused themselves pursuant to Government Code section 1091.

### **F. Temporary Staff Authority to Approve BSCC Grant Project Scope Changes, Modifications of Program Purpose Areas, and No Cost Extensions in Consultation with the Board Chair: Requesting Approval**

This agenda item was presented by Deputy Director Ricardo Goodridge, who requested Board approval to temporarily approve project scope changes, modifications of program purpose areas, and no-cost extensions to state and federal grant programs impacted by coronavirus (COVID-19), in consultation with the Board Chair.

Mr. Diaz moved approval. Mr. Mills seconded. The motion carried.

Mr. Budnick was not present during the vote.

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### **G. Jail Profile Survey: Status Update on the Addition of Late-night Release Information and Plans for a Future Comprehensive Update: Information Only**

Chief of Research Kasey Warmuth presented this informational agenda item.

This agenda item provides:

- a status update regarding the collection of late-night release information through the Jail Profile Survey (JPS),
- an overview of the AB 109 Jail Profile Survey,
- a status update on JPS system improvements, and
- a brief description of plans for a future comprehensive JPS update.

This agenda item did not require a Board vote.

Public Comment Was Heard:

**Sue Burrell (Pacific Juvenile Defender Center):** Asked for information on the number of youths that are aging out of juvenile hall.

Ms. Warmuth stated that the comprehensive update on the JPS data will review this information.

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#### **IV. Public Comments**

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**Dominique Nong (Children's Defense Fund):** Commented on the debrief of the listening sessions. Suggested that more advance notice and stronger collaboration of the locations selected for the listening sessions.

**Randal Broadhurst (Gang Awareness Prevention):** Asked for names and residents of released juveniles so CBOs can contact them for additional resources upon release and allow contact with those in the facilities.

**Renee Menart (Center on Juvenile and Criminal Justice):** Asked for expansion of participants of the Zoom meeting. Asked for advance notice of public listening sessions.

#### **V. Adjourn**

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The meeting adjourned at: 11:50 am.

#### **Next Meeting:**

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❖ BSCC Board Meeting:

June 12, 2020



## **ROSTER OF PERSONS IN ATTENDANCE**

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### **BSCC BOARD MEMBERS:**

Chair Penner, Chair, Board of State and Community Corrections  
Mr. Diaz, Secretary, California Department of Corrections and Rehabilitation (CDCR)  
Mr. Green (A), Director, Adult Parole Operations, CDCR  
Mr. Growdon, Sheriff, Nevada County  
Mr. Gore, Sheriff, San Diego County  
Mr. Seale, Chief Probation Officer, Sacramento County  
Mr. Ertola, Chief Probation Officer, Nevada County  
Mr. Baranco, Retired Judge, Alameda County  
Mr. Mills, Chief of Police, Santa Cruz County  
Mr. Budnick, Founder, Anti-Recidivism Coalition  
Mr. Steinhart, Director, Commonwealth Juvenile Justice Program  
Ms. Cumpian, Women's and Non-Binary Services Manager Anti-Recidivism Coalition

### **BSCC STAFF:**

Kathleen T. Howard, Executive Director  
Aaron Maguire, General Counsel  
Tracie Cone, Communications Director  
Evonne Garner, Deputy Director, Standards and Training for Corrections  
Ricardo Goodridge, Deputy Director, Corrections Planning and Grant Programs  
Allison Ganter, Deputy Director, Facilities Standards & Operations  
John W. Prince, Deputy Director, County Facilities Construction  
Adam Lwin, Board Secretary  
Colleen Curtin, Field Representative, Corrections Planning and Grants Program  
Helene Zentner, Field Representative, Corrections Planning and Grants Program  
Kasey Warmuth, Chief of Research, Facilities Standards & Operations

## Agenda Item B

California Violence,  
Intervention and Prevention  
(CalVIP) No-Cost, One-Year  
Extensions:  
Requesting Approval

**MEETING DATE:** June 12, 2020**AGENDA ITEM:** B**TO:** BSCC Chair and Members**FROM:** Katrina Jackson, Field Representative, [katrina.jackson@bscc.ca.gov](mailto:katrina.jackson@bscc.ca.gov)**SUBJECT:** California Violence, Intervention and Prevention (CalVIP) No-Cost, One-Year Extensions: **Requesting Approval**

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## Summary

This agenda item requests Board approval of a no-cost, one-year extension for Cohort 2 CalVIP grantees. These grantees experienced delays at the beginning of their grants and further delays due to COVID-19. The extension would provide additional time for grantees to operate their programs and spend down the grant funds in accordance with their Grant Agreements.

## Background

The FY 2017-18 State Budget Act included funding in the amount of \$9,215,000 for the CalVIP Grant, to be administered by the BSCC. BSCC administered a competitive Request for Proposals (RFP) process and on April 19, 2018, the Board approved 20 CalVIP grant awards, as recommended by the CalVIP Executive Steering Committee. These grants had a start date of May 1, 2018.

Two months later, on July 1, 2018, the FY 2018-19 State Budget appropriated an additional \$9,000,000 for the CalVIP Grant. On July 12, 2018, the Board approved an additional 16 CalVIP grants, moving down the ranked list generated by the recent competitive RFP process. The grants funded by FY17 funds were known as "Cohort 1" and the grants funded by FY18 funds were known as "Cohort 2."

The Cohort 2 grantees had some challenges with being able to quickly implement their programs: grantees had to modify workplans, budgets, and timelines to adjust for the delayed availability of funding, which, in turn, delayed the execution of grant agreements and implementation until September 1, 2018. These grantees have further been negatively impacted by the COVID-19 crisis and have had to make further adjustments to their projects to comply with office closures and social distancing orders.

Providing a no-cost, one-year extension through December 2021 will make available additional time for Cohort 2 grantees to deliver services, offsetting the time lost at the start of the grant period as well as the time lost during the COVID-19 pandemic.

**Recommendation/Action Needed**

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Staff recommends that the Board approve a no-cost, one-year extension for the CalVIP Cohort 2 grantees.

**Attachments**

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B-1: CalVIP Cohort 2 Project Summaries

# Attachment B-1

## California Violence Intervention & Prevention (CalVIP) Grant

(listed in alphabetical order)

Cohort 2 Grant Cycle

September 2018 to August 2020

### California Conference for Equality & Justice (Los Angeles)

- Cohort 2
- \$499,974 award

#### Services provided:

- Restorative diversion
- Case management
- Resiliency skills

Target population: Youth & their parents

**Project Summary:** The California Conference for Equality and Justice (CCEJ) will provide restorative justice youth diversion services to youth, their families and community members in the cities of Long Beach, Compton and Inglewood. Services will include case management, a restorative case conferencing process, and resiliency skills education for youth and their parents/caregivers. As a result of the program, youth who have committed a crime will identify steps to repair the harm they have caused and build skills for empathy, accountability and self-advocacy. Parents/caregivers will increase their confidence to support their youth to remain out of the juvenile justice system. Victims of crime will be able to ask for and receive meaningful restitution. CCEJ's restorative justice process will strengthen connections between community members and help youth to avoid recidivism.

**Project Director:** Daniel Solís ([dsolis@cacej.org](mailto:dsolis@cacej.org))

### Duarte, City of

- Cohort 2
- \$498,448 award
- 50% pass-through to CBOs

#### Services provided:

- Trauma-informed care
- Wraparound case management
- Mental health services

Target population: School-age youth

**Project Summary:** The City of Duarte will provide trauma-informed care to over 600 underserved youth in the neighboring cities of Duarte and Monrovia as well as in adjacent unincorporated communities in eastern Los Angeles County. Through a multi-agency task force disadvantaged youth will receive wraparound care utilizing a case management approach. Duarte will offer afterschool programming, group mentoring and mental health services as well as recreational, educational and social activities, all while strengthening youth and police relationships. Over the course of the program those participating will experience fewer unexcused absences, attend college at higher rates, be less likely to commit misdemeanors or felonies, be less likely to abuse drugs, and exhibit improved parental relationships.

**Project Director:** Brian Villalobos ([bcvillal@lasd.org](mailto:bcvillal@lasd.org))

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### Garden Pathways (Bakersfield)

- Cohort 2
- \$500,000 award

#### Services provided:

- Mentoring and case management
- Education, vocational training and employment
- Hospital-based trauma intervention

**Target population:** Gang-impacted youth and adults

**Project Summary:** Violence is on the rise in the cities of Arvin, Bakersfield and Lamont. Garden Pathways proposes to expand existing intervention and prevention services by: (1) increasing mentoring, case management and other support services to 80 youth and adults who are impacted by gangs and violence; (2) pilot an intervention program in two rival neighborhoods and create safe spaces to develop friendships; (3) provide education, vocational training, and employment opportunities to participants; and (4) implement a hospital-based intervention program with the local trauma center. Garden Pathways' program design aligns with evidence- and research-based standards and the nationally-recognized benchmarks of effective mentoring program operations.

**Project Director:** Juan Avila ([JuanA@gardenpathways.org](mailto:JuanA@gardenpathways.org))

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### Gilroy, City of

- Cohort 2
- \$500,000 award
- 52% pass-through to CBOs

#### Services provided:

- Street outreach & intervention
- Afterschool programs
- Building police / community relations

**Target population:** 7<sup>th</sup> & 8<sup>th</sup> graders

**Project Summary:** The City of Gilroy and the Gilroy Police Department will have a South County Youth Task Force, made of city, county, community-based and youth and adult community leaders working together to carry out Project Transformation and Hope, Resiliency, Integrity, Voice & Engage (THRIVE). THRIVE encompasses five violence prevention strategies that will address underlying causes of violence in the Gilroy community, including improving and expanding community building and violence prevention efforts, increasing assessable safe places and afterschool programs for children, moving community and police relations toward a restorative justice model and increasing street outreach and intervention. THRIVE will achieve a connected and civically engaged community by creating accesible, safe spaces that addres persistent inequities in identified areas of need. The target popluations are youth, young-adults, re-entering adults and families in hot-spot neighborhoods.

**Project Contact:** Monica Gonzalez ([monica.gonzalez@cityofgilroy.org](mailto:monica.gonzalez@cityofgilroy.org))

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## Lompoc, City of

- Cohort 2
- \$14,373 award
- 100% pass-through to CBOs

### Services provided:

- Violence prevention programs for women

Target population: Women, ages 14-19

**Project Summary:** The City of Lompoc, Lompoc Police Department, the Community Action Commission of Santa Barbara County, Family Service Agency, North County Rape Crisis and UC Santa Barbara will collaborate to implement violence prevention programs for young women ages 14-19. Program partners will provide trauma-informed, culturally-proficient youth education groups, targeted mentoring, personal safety training and parent education.

**Project Contact:** Ann McCarthy ([ann@ncrccpc.org](mailto:ann@ncrccpc.org))

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## Los Angeles, City of

- Cohort 1 & Cohort 2
- \$2,000,000 total award
- 65% pass-through to CBOs

### Services provided:

- Street outreach & intervention
- Family-centered case management
- Intensive staff training

Target population: Youth, ages 10-25

**Project Summary:** The Mayor's Office of Gang Reduction and Youth Development (GRYD) will continue to deliver gang intervention and prevention services in designated areas within the city. Services include family-centered case management services for youth ages 10-15 at the risk of joining a gang and young people ages 14-25 who are gang-affiliated, along with violence interruption activities through street intervention. GRYD's strategy is backed by an extensive data collection system and research and evaluation conducted by a group led by California State University, Los Angeles, which includes representatives from the University of Southern California and the University of California at Los Angeles. Evaluation has highlighted this strategy as effective in the reduction of: risk of joining a gang, participation in crime, and reduction of retaliatory violence.

With CalVIP funding from Cohort 2, GRYD will use Cohort 2 CalVIP funds to implement extensive training in trauma-informed care and indigenous healing practices for staff and partners, reaching up to 175 intervention contractor staff and 15-18 GRYD staff.

**Project Director:** Anne Tremblay ([anne.tremblay@lacity.org](mailto:anne.tremblay@lacity.org))

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## Option Recovery Services (Berkeley)

- Cohort 2
- \$437,122 award

### Services provided:

- Peer-led recovery services
- Reentry services

Target population: Former inmates

**Project Summary:** Options Recovery Services reduces violence in low-income, high-crime areas of Oakland and Berkeley by providing recovery services for former inmates and others with histories of violence. Recovery services include transitional housing linked to addiction counseling, anger management, life skills and employability counseling, and peer counseling by former inmates. Options Recovery Services hires formerly incarcerated individuals who are certified or working toward certification to serve as addiction counselors. The CalVIP grant will embellish these services and add a formal data-based analysis, evaluation, and reporting system.

**Project Director: Porter Sexton** ([psexton@optionsrecover.org](mailto:psexton@optionsrecover.org))

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## Oxnard, City of

- Cohort 2
- \$500,000 award
- 50% pass-through to CBOs

### Services provided:

- Case management
- Mentoring
- Paid youth employment

Target population: Youth, ages 12-24

**Project Summary:** The City of Oxnard Recreation and Community Services Department has created Operation Peace Works (OPW). OPW is a trauma-informed violence intervention strategy focusing on 12 to 24-year-old at-risk youth and their families seeking transformation. OPW engages the collective resources of community partners to deliver coordinated services to facilitate restoration of hope through a process of healing, development, and transformation. OPW includes: outreach and referrals for the target population, case management with relevant wraparound services, community-building and community service opportunities, mentoring, job-readiness and skills-building, career exploration and paid youth employment. OPW will address community needs including traumatization, isolation, hopelessness and lack of opportunity by building on the successes and lessons learned from past work on gang violence. In addition to community-building and emotional support, case managers will offer practical support by facilitating access to services across the partner network through referrals and by including representatives of local partners in learning circles to build understanding and trust.

**Project Director: Teresa Telles** ([teresa.telles@oxnardpd.org](mailto:teresa.telles@oxnardpd.org))

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## Parlier, City of

- Cohort 2
- \$500,000 award
- 50% pass-through to CBOs

### Services provided:

- “Communities that Cure Violence” project
- Services for domestic violence and rape victims

Target population: Youth, ages 11-24

**Project Summary:** The City of Parlier will implement the Communities That Cure Violence (CTCV) project, which takes a data-driven comprehensive public health approach to collaboratively and holistically reduce rising violence and criminal activity. The project addresses all violence with a focus on domestic violence and rape. The CTCV is being modeled after the former project Communities That Care, in which the community plays a role beyond the traditional role played by police and courts. CalVIP funding will give Parlier the opportunity to implement evidence-based primary prevention strategies to change communities, families and youth. These strategies include focusing on safe dating, life skills curriculum, positive behavioral interventions and support, a sexual assault response team and Time in Destiny, which will provide 24-hour domestic violence and rape support/care.

**Project Director: Chief Jose Garza** ([jose.garza@fcle.org](mailto:jose.garza@fcle.org))

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## Playa Vista Job Opportunities & Business Services (Los Angeles)

- Cohort 2
- \$500,000 award

### Services provided:

- Employment readiness
- Job placement

Target population: Adults, ages 21-50

**Project Summary:** Playa Vista Job Opportunities & Business Services’ (PVJOBS) project ReVIVE (Reach Violence Intervention Via Employment) will – through personal assessment, legal counseling, trauma-informed care, employment readiness services and job placement for individuals ages 21-50 – lower the incidence of recidivism and its correlated violence in the reentry population. The ReVIVE team members include members of the California State University, Dominguez Hills Sociology Department, the Criminal Justice Courage Campaign Legal Clinic, the PVJOBS Case Manager, Job Developer, Jobs Coordinators and Mentors.

**Project Director: Mary Taylor** ([mtaylor@pvjobs.org](mailto:mtaylor@pvjobs.org))

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## Reverence Project, The (Los Angeles)

- Cohort 2
- \$500,000 award

### Services provided:

- Crisis response
- Education
- Mentoring

**Target population:** Victims & survivors, 16-30 years old

**Project Summary:** The proposed *Ambassadors Peace Initiative* will particularly focus on 100, 16-30-year-olds, self-identified victims/survivors and LGBTQQI identifiers of gang violence and their families of all ages, and will aim to support the integration of free, supportive, intensive trauma-informed direct services. The *Ambassadors Peace Initiative's* purpose is to build on the years of grassroots organizing and continue the trust established for an atmosphere that can support the emergence of lasting peace. Services will include long-term emergency crisis responses, education, mentoring, and alternative healing modalities (i.e. healing support group, art/music therapy, customized language access, leadership coaching, and intervention/prevention training and mentorship). The Reverence Project strives to improve the health of all groups.

**Project Director:** Oya Sherills ([oyallansa@gmail.com](mailto:oyallansa@gmail.com))

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## Salinas, City of

- Cohort 2
- \$500,000 award
- 54% pass-through to CBOs

### Services provided:

- Saturday Teen Nights
- “Parent Project” classes
- Youth vocational training

**Target population:** Youth & young adults

**Project Summary:** The City of Salinas Recreation and Community Services Department is collaborating with two community-based organizations, Partners for Peace and Rancho Cielo. These organizations are critical partners in working toward the prevention, intervention, enforcement and reentry goals of the Salinas Comprehensive Strategy for Community-Wide Violence Reduction. The projects include an expansion of the City’s Saturday Teen Nights under the Recreation and Parks Department, *Parent Project Loving Solutions* by Partners for Peace and a youth vocational training called the Tiny Home Project by Rancho Cielo Youth Campus. These projects focus on proven violence prevention and intervention strategies by enhancing protective factors like skill development, mentorship, parent support and teen recreation. The three service providers have built the principles of cultural competence and trauma-informed care into their staffing and services will have an adherence to these principles through in-service training and external workshops.

**Project Director:** Jose Arreola ([jose.arreola@ci.salinas.ca.us](mailto:jose.arreola@ci.salinas.ca.us))

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## Santa Rosa, City of

- Cohort 2
- \$500,000 award
- 60% pass-through to CBOs

### Services provided:

- Job readiness classes
- Paid internships
- Crisis intervention
- Case management

Target population: Youth & young adults

**Project Summary:** The City of Santa Rosa Violence Prevention Partnership's *Guiding People Successfully (GPS)* program is a multi-disciplinary effort of local government, law enforcement, faith community, schools and business and community-based organizations working together to provide trauma-informed, wraparound services to help address the root causes of violence in the community. GPS implements the Positive Youth Justice model which focuses on building life skills and improving behavior and school attendance for at-risk youth ages 12-24 in Sonoma County. GPS provides positive alternatives for youth and families by offering collaborative and integrated services including: job readiness workshops, paid internships, in-home counseling, mediation and crisis intervention, support for substance abuse and pro-social activities. The GPS case management strategy incorporates an Individual Development Plan for participating youth, focused on setting goals and identifying targeted services to help ensure youth make positive choices to encourage a better future free of violence and recidivism.

**Project Director:** Jason Carter ([jcarter@srcity.org](mailto:jcarter@srcity.org))

## Seaside, City of

- Cohort 2
- \$500,000 award
- 59% pass-through to CBOs

### Services provided:

- Mentoring
- Restorative Justice
- Parent education
- Employment

Target population: Youth & young adults

**Project Summary:** The City of Seaside's Youth Resource Center (SYRC) along with regional partners and community-based organizations will provide inclusive, innovative and inspirational programs dedicated to violence prevention and intervention services for at-risk youth and young adults and their families. These programs include domestic violence classes and supervised visitation services, innovative parent education classes, mentoring to adolescent girls, teaching restorative justice principles to assist youth with constructive problem-solving skills, and education to prepare youth for jobs of the future. The SYRC will assist with the development of a local employment program for youth 15 years or older. The SYRC is a collaboration of community-based organizations and agencies that provide prevention and intervention services for at-risk, on probation and gang-involved youth as well as their families. Youth will be referred to the SYRC by multiple sources, including police and probation officers, parents, social service departments and non-profit organizations.

**Project Director:** Daniel Meewis ([dmeewis@ci.seaside.ca.us](mailto:dmeewis@ci.seaside.ca.us))

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## South Bay Community Services (San Diego)

- Cohort 2
- \$500,000 award

### Services provided:

- Mentoring
- Cognitive behavioral therapy
- Restorative practices

Target population: At-risk youth and young adults

**Project Summary:** South Bay Community Services will implement a Credible Messenger Mentoring Program (CCMP) for 160 at-risk and high-risk youth and young adults in National City (a high crime jurisdiction). For the Mentors, CMMP trains neighborhood leaders who were formerly incarcerated or involved in the justice system and who have turned their lives around. The Mentors will be trained in Positive Youth Development, cognitive behavioral therapy, restorative practices, and trauma-informed approaches, as well as the art of facilitation. CMMP provides youth with mentoring from believable sources, opportunities to form healthy relationships with pro-social peer groups in safe, supportive environments, and tools to replace negative attitudes and behaviors with productive practices and relationships.

**Project Director:** Mauricio Torre ([mtorre@csbcs.org](mailto:mtorre@csbcs.org))

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# Agenda Item C

Facilities Standards and Operations:  
2018/2020 Biennial Inspection Cycle  
COVID-19 Modifications:  
Requesting Approval

**MEETING DATE:** June 11, 2020

**AGENDA ITEM:** C

**TO:** BSCC Chair and Members

**FROM:** Allison Ganter, Deputy Director, Facilities Standards and Operations; [allison.ganter@bscc.ca.gov](mailto:allison.ganter@bscc.ca.gov)

**SUBJECT:** Facilities Standards and Operations: 2018/2020 Biennial Inspection Cycle COVID-19 Modifications: **Requesting Approval**

## **Summary**

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Pursuant to Penal Code sections 6031 and 6031.1, the Board of State and Community Corrections (BSCC) is required to, at a minimum, biennially inspect each adult local detention facility in the state. Juvenile detention facilities must also be inspected biennially pursuant to Welfare and Institutions Code sections 209 and 885.

The BSCC biennial inspection cycle has been historically tied to the state's fiscal year. As such, the BSCC is near the end of the 2018/2020 Biennial Inspection Cycle, which began on July 1, 2018 and will end on June 30, 2020.

The BSCC is also required to biennially review, and if necessary, revise the minimum standards for operation and construction of local detention facilities. (Pen. Code, § 6030.)

Due to the COVID-19 pandemic, statewide shelter-in-place-orders, and travel restrictions, on-site inspections have not been conducted since mid-March, and the process for completing the Adult Titles 15 and 24 Regulations Revisions has been temporarily suspended. BSCC staff members have modified inspections in light of the pandemic and are planning to resume regulation revisions activities as soon as practicable. This board report updates the Board on those activities, outlines the plan for the upcoming biennial inspection cycle, and requests approval for modifications to the 2020/2022 Biennial Inspection Cycle.

## **Background**

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BSCC Field Representatives are responsible for completing inspection of 560 local adult and juvenile detention facilities during a two-year period. The current 2018/2020 Biennial Inspection Cycle, began on July 1, 2018 and is scheduled to end on June 30, 2020. When the Governor's shelter-in-place order shifted most of the state workforce to telework and restricted travel, approximately 60% of required facility inspections had been completed with the remaining 40% of inspections scheduled for completion prior to June 30, 2020.



Field Representatives began notifying agencies that on-site inspections would be postponed or cancelled on March 12, 2020. In order to provide inspections to those agencies' whose on-site inspection would not occur, Field Representatives committed to completing comprehensive desk audits of agency policy, procedures, and available documentation before June 30, 2020.

During each desk audit, Field Representatives will complete procedures checklists, indicating that compliance with regulations is based on policy review, and where applicable, review of documentation. Completed procedures checklists will be provided to agencies for correction of items of noncompliance, requesting that they provide further information or answer questions to determine policy compliance with Title 15. As with on-site inspections, technical assistance will be provided. Where possible, Field Representatives will participate and share documentation in virtual conferences. The 2018/2020 Legislative Report will be completed as planned by December 31, 2020, noting that desk audits were completed for certain inspections.

The 2020/2022 Biennial Inspection Cycle will begin as planned on July 1, 2020; it is scheduled to be complete on June 30, 2022. If shelter-in-place orders, travel restrictions, and other factors related to the pandemic continue, Field Representatives will begin conducting desk audits.

There are several factors influencing the ability of Field Representatives to begin conducting site visits:

- State and county shelter-in-place orders
- State worker travel restrictions
- Individual county and agency policies regarding quarantine and outside visitors
- Availability of appropriate and adequate personal protective equipment (PPE)

As the above issues are addressed, and intercounty travel resumes, Field Representatives will begin on-site inspections, prioritizing on-site inspections for those facilities that received a desk audit in the 2018/2020 Biennial Inspection Cycle. Facilities Standards and Operations Division (FSO) staff will also begin enacting the enhanced inspection process, as proposed at the February 13, 2020 Board Meeting, which includes more actively engaging agencies when deficiencies are identified during inspections through the public board meeting process, and to the extent resources allow, conducting more frequent follow-up inspections.

In February and March, the FSO team had been in the early stages of convening participant workgroups to review and revise the Adult Titles 15 and 24 Regulations. Prior to shelter-in-place orders, two of eight subject matter workgroups had been held (Medical and Mental Health and Classification, Segregation and Discipline). Staff are planning to propose an alternate means of engaging the public and stakeholders to complete the participant workgroup portion of regulations revision. The team expects to resume activities in July or August; the delay in conducting regulation revision activities will push



back the original timeline for Board approval and adoption of revised regulations. FSO staff will return to the Board with a revised timeline by the September 2020 Board meeting.

BSCC staff is requesting that an additional six months be added to the 2020/2022 Biennial Inspection Cycle in order to provide on-site inspections for all local adult and juvenile detention facilities, giving priority to those that did not receive on-site inspections in the 2018/2020 Biennial Inspection Cycle, implement the enhanced inspection process, and complete the biennial review and revision of the Adult Titles 15 and 24 Regulations,.

The cycle will begin as planned on July 1, 2020 and will end on December 31, 2022. Beginning in the 2023/2024 Biennial Inspection Cycle, local adult and juvenile detention facility inspections will be on a calendar year.

When the new inspection cycle begins in July 2020, staff is recommending that FSO conduct a special review of all detention facilities' current policies and procedures on the Management of Communicable Diseases (CCR 15 § 1410). To the extent any issues of noncompliance are identified, BSCC Field Representatives will be able to provide technical assistance to the field.

An extension of six months will allow Field Representatives the opportunity to conduct comprehensive on-site inspections for all 560 local detention facilities and revisit, as necessary and appropriate, to provide enhanced technical assistance. An extension will also allow the FSO Team time to resume and proceed with regulations revisions and Board notifications of deficiencies identified during inspection; additionally, if regulation revisions are adopted within the 2020/2022 Biennial Inspection Cycle, there will be an opportunity to inspect all adult detention facilities according to revised regulations.

### **Recommendation/Action Needed**

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1. Approve extension of 2020/2022 Biennial Inspection Cycle for six (6) months, from July 1, 2020 through December 31, 2022.

# Agenda Item D

Youth Reinvestment Grant  
Funding Recommendations:  
Requesting Approval  
(Pending 2020-2021 Budget Act)

Pending

# Attachment D-1

# Attachment D-2

Pending

# Attachment D-3

*City of Compton*  
**OFFICE OF THE CITY MANAGER**



TRIPHENIA SIMMONS  
*Assistant City Manager*

MICHAEL L. ANTWINE II  
*Assistant City Manager*

CRAIG J. CORNWELL  
City Manager

April 13, 2020

Ms. Kimberly Bushard  
Board of State and  
Community Corrections  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833

**SUBJECT: DECLINING YOUTH REINVESTMENT GRANT**

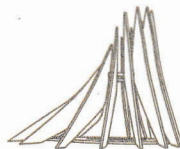
Dear Ms. Bushard,

The City of Compton is relinquishing the California Board of State and Community Corrections (BSCC) Youth Reinvestment Grant in the amount of \$1,000,000.

The City of Compton regretfully relinquishes Youth Reinvestment grant funds due to substantial concern regarding our sub-recipients' ability to successfully execute, manage and meet the requirements outlined by the Youth Reinvestment Grant. The City of Compton has exhausted its search in identifying an alternative local nonprofit organization that can deliver the approved scope of work and properly manage this grant, so we must decline the funds.

Should you need any additional information, please contact my office at (310) 605-5585

  
CRAIG J. CORNWELL  
City of Compton  
City Manager



**COMPTON CITY HALL**  
205 South Willobrook Avenue Compton, California 90220  
Telephone (310) 605-5065 Facsimile (310) 761-1427





**City and County of San Francisco  
Juvenile Probation Department**

**Katherine Weinstein Miller**  
Chief Probation Officer

375 Woodside Avenue  
San Francisco, CA 94127  
(415) 753-7800

Via email and U.S. Mail

May 12, 2020

Board of State and Community Corrections (BSCC)  
2590 Venture Oaks Way Suite 200  
Sacramento, CA 95833

re: Intent to relinquish Youth Reinvestment Grant

To the Members of the Board of State and Community Corrections:

I am writing to notify you of the San Francisco Juvenile Probation Department's intent to relinquish our Youth Reinvestment Grant award of \$734,217. Our department had proposed to provide a Mobile Response and Linkage Service (MRLS) to stabilize youth and family during crisis. YRG funds were to be used to augment San Francisco's existing MRLS, which provides this service for foster youth.

Recently, we were notified that San Francisco's existing MRLS found a way to expand its eligibility – without the use of YRG funds – to include additional youth populations, including youth who have had a contact with probation. This is a positive development and also one that rendered our YRG plan largely redundant. While I am disappointed that our department is unable to participate in the YRG effort at this time, I am heartened by the fact that the need we initially identified has been met through other means.

I look forward to learning from the other YRG sites across the state, and to future collaborations with the BSCC.

Best regards.

A handwritten signature in blue ink, appearing to read "Katherine Weinstein Miller".

Katherine Weinstein Miller  
Chief Probation Officer

C: Paula Hernandez, Assistant Chief Probation Officer  
Gary Levene, SFJPD Probation Services

# Attachment D-4

# **Amended 2019 Youth Reinvestment Grant**

**REQUEST FOR PROPOSALS (RFP)**  
**Amended RFP – see RED text on  
pages 1-6, 9 & 17**

**Eligible Applicants:**  
Local Governmental Entities  
Nonprofit Organizations

**Grant Period:** July 1, 2020 to June 30, 2023

**RFP Amended: February 13, 2020**  
**Proposals Due: March 13, 2020**



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Attachment D-4

### **CONFIDENTIALITY NOTICE**

All documents submitted as a part of the 2019 Youth Reinvestment Grant proposal are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, §§ 6250 et seq.)

## PART I: GRANT INFORMATION

### Grant Program Background

The Youth Reinvestment Grant (YRG) program was originally established in the 2018 Budget Act (Senate Bill 840, Chapter 29, Statutes of 2018) and the related trailer bill (Assembly Bill 1812, Chapter 36, Statutes of 2018). As recently amended by AB1454 (Chapter 584, Statutes of 2019), the 2019 Youth Reinvestment Grant program is aimed at diverting youth who are at risk of juvenile justice involvement from initial contact with the juvenile justice system using approaches that are evidence-based, culturally relevant, trauma-informed, and developmentally appropriate. Funds may also be used to prevent further involvement in the juvenile justice system for those youth who have already experienced initial contact. Grant funds will be used to target underserved communities with high rates of youth arrests. Applicants must be local government entities or nonprofit organizations. Local government applicants will be required to pass through 90 percent of awarded funds to nonprofit community-based organizations (interchangeably referred to in this document as Non-Governmental Organizations (NGOs)). NGOs that receive these funds must deliver services in underserved communities with high rates of youth arrests. The diversion services and alternatives to arrest, incarceration, and formal involvement with the juvenile justice system must also include one or more of the following components: educational services, including academic and vocational services; mentoring services; behavioral health services; and mental health services.

Total funding for the 2019 Youth Reinvestment Grant Program is \$11,808,818~~10,500,000~~ over the course of the grant term, which is July 1, 2020 through June 30, 2023.

### Contact Information

This Request for Proposals (RFP) provides the information necessary to prepare a proposal to the BSCC for grant funds available through the 2019 Youth Reinvestment Grant Program.

The BSCC staff cannot assist the applicant or its partners with the actual preparation of the proposal. Any technical questions concerning the RFP, the proposal process, or programmatic issues must be submitted by email to:

[YouthReinvestmentGrant@bscc.ca.gov](mailto:YouthReinvestmentGrant@bscc.ca.gov).

The BSCC will accept and respond to questions about this RFP until March 6~~February 7~~, 2020. Frequently asked questions and answers (FAQs) concerning the BSCC's RFP process and the YRG application for funding will be posted on the BSCC website and updated periodically through March 13~~February 14~~, 2020.

## Bidder's Conference

Prospective applicants are invited, but not required, to attend a Bidders' Conference. The purpose of a Bidders' Conference is to answer technical questions from prospective applicants and provide clarity on RFP instructions. There is no preference given to applicants who attend the Bidder's Conference. Details for the Bidder's Conference are listed below:

### **2019 Youth Reinvestment Grant Program Bidder's Conference**

The BSCC conducted bidder's conferences in Sacramento on December 12, 2019 and in Los Angeles on January 31, 2020. Information presented at these bidder's conferences is on the YRG webpage, [http://www.bscc.ca.gov/s\\_youthreinvestmentgrant/](http://www.bscc.ca.gov/s_youthreinvestmentgrant/).

#### **Thursday, December 12, 2019**

10:00 a.m.-

Board of State and Community Corrections

1<sup>st</sup> Floor Board Room

2590 Venture Oaks Way

Sacramento, CA 95833

If your organization plans to attend the Bidder's Conference in person, please email an RSVP by December 5, 2019 with the name of the organization and the number of individuals that will attend. This will help us in planning and preparing materials that will be needed.

Email RSVP to: [YouthReinvestmentGrant@bscc.ca.gov](mailto:YouthReinvestmentGrant@bscc.ca.gov)

(Subject line: Youth Reinvestment Grant Program Bidder's Conference)

**Please note:** The Bidder's Conference will be livestreamed at [www.bscc.ca.gov](http://www.bscc.ca.gov).

## Letter of Intent

Applicants interested in applying for 2019 YRG funds are asked, but not required, to submit a non-binding Letter of Intent. These letters will aid the BSCC in planning for the proposal review process.

There is no formal template for the letter, but it should include the following information:

1. Name of the Applicant;
2. Identification of the applicant as a local governmental entity or a nonprofit organization;
3. Name of a contact person; and
4. A brief statement indicating the Applicant's intent to submit a proposal.

Failure to submit a Letter of Intent is not grounds for disqualification. Similarly, prospective applicants that submit a Letter of Intent and decide later not to apply will not be penalized.



If you plan to apply for this grant, please submit your non-binding Letter of Intent as soon as possible by ~~December 20, 2019~~ via email or U.S. mail, using one of the following submission options:

**Email Responses:** [YouthReinvestmentGrant@bscc.ca.gov](mailto:YouthReinvestmentGrant@bscc.ca.gov)  
(Subject line: 2019 YRG Letter of Intent)

**U.S. Mail Responses:** Board of State and Community Corrections  
Corrections Planning and Grant Programs Division  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833  
Attn: 2019 YRG Letter of Intent

If you already submitted a Letter of Intent, you do not need to submit another one even if you will be revising your proposal based on the February 13, 2020 amendments to this RFP.

### Proposal Due Date and Submission Instructions

Applicants must submit one electronic copy of the original signed proposal to the BSCC by **5:00 p.m. on ~~March 13~~February 14, 2020.**

A complete proposal package will include:

1. An Excel version of the budget attachment and
2. One pdf file that contains a scanned copy of the remainder of the proposal.

**If the BSCC does not receive an email containing the complete proposal package by 5:00 p.m. (PST) on ~~March 13~~February 14, 2020 the proposal will not be considered.**

Email the complete proposal package to: [YouthReinvestmentGrant@bscc.ca.gov](mailto:YouthReinvestmentGrant@bscc.ca.gov)

Applicants that applied on or prior to February 13, 2020 do not have to submit new applications. However, applicants may withdraw a submitted application at any time by notifying the BSCC at the email address above. Applicants with withdrawn proposals are eligible to apply under the amended February 13, 2020 release of this RFP consistent with the eligibility criteria in this RFP.

### Grant Program Description

The purpose of this grant program is to fund programs and services that will divert youth who are at risk of system involvement away from the juvenile justice system. Selected grant programs will do so by funding evidence-based, trauma-informed, culturally relevant, and developmentally appropriate diversion options at various points of entry to the juvenile justice system. While the primary goal of this grant program is to avoid initial contact with law enforcement, grant funds may also be used to avert further involvement

in the juvenile justice system for those who have already had contact. Diversion programs must incorporate at least one of the following: educational services, including academic and vocation services; mentoring services; mental health services; or behavioral health services.

### **Eligible Youth**

Programs funded under this grant must serve youth who are under 18 at the time of program enrollment or who are 18 or older but under continuing juvenile court jurisdiction (including youth being processed for probation violations). These funds are intended to provide services to youth who would otherwise face entry into the juvenile justice system – either for the first time or for a subsequent contact. Funds are intended to target youth who are living in underserved communities.

### **Eligible Activities**

Applicants may implement new activities/programs or expand existing activities/programs. Funds may be used to support various types of diversion approaches, e.g., pre-arrest diversion, community-based referral programs, restorative justice diversion, or other approaches designed to achieve desired diversion results. In addition, it is acceptable to include approaches that target one or more points of entry to the juvenile justice system. Different entry points could include school, law enforcement, probation, court, and family or self-referral. Applicants must demonstrate a clear referral plan and process that ensures participant confidentiality. Applicants must also demonstrate a commitment to avoid net-widening, i.e., enrolling youth into a diversion program if their needs could be met at an even lower level of intervention. Service providers are expected to accept calls from anyone who would otherwise call law enforcement. Applicants are encouraged to engage community-based organizations early in the process to assess what needs can best be met with the service providers available in the target area.

### **Eligibility to Apply**

Eligible applicants for 2019 Youth Reinvestment Grant Program awards are:

- Local Governmental Entities in California – eligible agencies could include, but are not limited to, county child welfare agencies, county probation departments, county behavioral health departments, county public health departments, school districts, and county offices of education.
- Nonprofit Organizations in California – defined as private, community-based organizations that are exempt from taxation pursuant to Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code, that are nongovernmental, and that do not carry out any law enforcement duties.

Each applicant may only submit one (1) proposal for funding under the 2019 Youth Reinvestment Grant. An applicant for 2019 YRG funds may also be identified as the subgrantee for another applicant but may not receive more than \$100,000 in 2019 YRG funds in their role as a subgrantee. Any nonprofit organization that is a subgrantee in more than one application may receive more than \$100,000 through only one application. In any additional applications, that subgrantee is only eligible to receive an aggregate amount of up to \$100,000 for all additional applications.

**PLEASE NOTE:** Entities that received 2018 YRG funds as ~~either a direct applicant or a Lead Public Agency passthrough entity~~ are not eligible to receive or be awarded funds under the 2019 YRG Program. Nonprofit organizations that received more than \$100,000 in 2018 YRG funds as a passthrough entity are not eligible to receive or be awarded funds under the 2019 YRG funds. ~~This also means that a~~ Applicants that are awarded 2019 YRG funds may not subcontract or passthrough funds to any entities that received more than \$100,000 in 2018 YRG funds. The purpose of the 2019 YRG is to award these limited funds to different grantees and to have these grantees sub-contract with different NGOs (except for those that may have received nominal 2018 YRG funding). The goal is to expand the number of applicants, service providers, and youth participants.

Nonprofit organization applicants must submit proof of nonprofit status. These applicants must demonstrate that they are registered to do business in the State of California, are active and have been in good standing status with the Secretary of State for the last six months by submitting:

- A copy of the applicant's registration and active status on the Secretary of State's database (<https://businesssearch.sos.ca.gov/>).
- A Letter of Determination from the IRS or the most recent 990 IRS form.

### **Criteria for All Non-Governmental Organizations**

All NGOs that receive 2019 YRG funds as direct grantees or as a pass-through from a local governmental entity must have tax exempt status per Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code. In addition, any NGO that receives 2019 YRG Grant funds (as a grantee, a subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six months prior to the effective date of its fiscal agreement with the BSCC or with the YRG grantee. Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the grantee-subcontractor fiscal agreement.
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship);
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address (an exception may be made for Indian Tribes).

All applicants must submit Appendix B, Criteria for NGOs receiving 2019 YRG Grant funds as part of the completed RFP package to document the compliance of any NGOs identified as partners in the proposal. All grantees must submit updated Appendix Bs throughout the life of the grant agreement for any additional NGOs that may be awarded 2019 YRG Grant funds through subcontracts after awards are made. The BSCC will not reimburse for costs incurred by NGOs that do not meet the BSCC's requirements.

## **Mandatory Pass-Through Requirements for Local Government Applicants**

All 2019 YRG grantees that are local governmental entities must pass through at least 90 percent of their grant award to nonprofit organizations. Only nonprofit organizations that are community-based, non-governmental, non-law enforcement agencies may be counted as fulfilling this pass-through requirement. A few examples of entities that would NOT count toward the pass-through requirement include county probation departments, parks & recreation departments, grant management business or agencies, auditors, and evaluators.

## **Project Funding Information**

### **Grant Period**

Successful applicants will be funded for a three-year period commencing on July 1, 2020 and ending on June 30, 2023.

### **Funding Amount**

A total of ~~\$11,808,818~~\$10,500,000 in state funding is available. The minimum amount for which any single applicant may apply is \$50,000 and the maximum is \$2 million.

Applicants are encouraged to request only the amount of funds needed to support their proposal and the amount that can be justified with supporting documentation/information. All applicants must build their proposal, objectives, activities, timelines, and budget information for all three years of the grant cycle. For example, if an applicant is requesting the \$2,000,000, the budget must add up to \$2,000,000 and the budget detail must clearly illustrate the line items within which that \$2,000,000 will be spent over the three-year grant period.

### **Funding Categories and Funding Threshold**

The total available funding of ~~\$11,808,818~~\$10,500,000 will be awarded within three categories. Recognizing that different applicants have different capacities, resources, and needs, these categories were established so that small and medium sized projects do not compete against larger projects. There is a maximum amount of funding set aside for each category and applicants will compete with other applicants in their category.

The categories and amounts available for each are as follows:

<b>Project Category</b>	<b>For Applicants Requesting:</b>	<b>Funds Allocated to this Category</b>
1) Small Request	Up to \$600,000 for the entire grant period	<del>\$2,500,000</del> <u>\$2,808,818</u>
2) Medium Request	More than \$600,000 and up to \$1.2 million for the entire grant period	<del>\$4,000,000</del> <u>\$4,500,000</u>
3) Large Request	More than \$1.2 million and up to \$2 million for the entire grant period	<del>\$4,000,000</del> <u>\$4,500,000</u>
<b>Total:</b>		<del><b>\$10,500,000</b></del> <b><u>\$11,808,818</u></b>

**Note:** Applicants must receive at least 60% of the total points available to be considered for funding (see Rating Factors, page 10). If there are not sufficient qualified applicants in one category to exhaust all funds, those funds will first be used to fully fund any partially funded proposal in another category and then recommended for the highest rated proposals that were qualified applicants regardless of category.

### **Match Requirement**

The 2019 Youth Reinvestment Grant Program requires that applicants provide a 25 percent match. An applicant may provide less than a 25 percent match but no less than a ten percent match if the applicant has a high need coupled with low or no local infrastructure for diversion programming. Examples include, but are not limited to, lack of funding for diversion services, inability to hire or train staff, lack of cross-departmental agency support, insufficient support services in community, etc. At both the 25 percent and the 10 percent level, the match amount may be met through cash or in-kind contributions.

In-kind match, also known as soft match, is the project's contribution of non-cash outlay of materials or resources to support a percentage of 2019 YRG Program activities. It may include non-cash outlay contributed by other public agencies and institutions, private organizations, and/or individuals. Examples include leveraged or donated professional services, office supplies, equipment, and volunteer time.

In general, the value of in-kind contributions is determined by fair market value or actual value, which must be identified separately in the application budget. Projects must maintain documentation to support the claimed match on all invoices submitted to the BSCC.

Reporting of match expenditures, whether cash or in-kind, need not be made in exact proportion to the expenditure of grant funds. However, the full match contribution must be expended by the end of the grant cycle to receive all funds allocated.

Applicants are encouraged to budget only for the required match. There is no priority given to an applicant for matching more than the required percentage. An awardee who applies for a specific match percentage will be held to that figure by contract and therefore, will not be allowed to reduce their contractually obligated match amount, even if it exceeds 25 percent.

### **Supplanting**

Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes.

Supplanting is strictly prohibited for all BSCC grants. BSCC grant funds shall be used to support new program activities or to augment existing funds which expand current program activities. BSCC grant funds shall not be used to replace existing funds.

It is the responsibility of the Grantee to ensure that supplanting does not occur. The Grantee must keep clear and detailed financial records to show that grant funds are used only for allowable costs and activities.

## Project Evaluation Requirements

In addition to quarterly progress reports, projects selected for funding will be required to submit to the BSCC: (1) a Local Evaluation Plan (four months post-award) and, (2) a Local Evaluation Report (three months after the conclusion of the grant). See Appendix A, Glossary of Terms, for key definitions related to project evaluation.

**Local Evaluation Plan** - The purpose of the Local Evaluation Plan (LEP) is to ensure that projects funded by the BSCC can be evaluated. Applicants will be expected to include a detailed description of how they plan to assess the effectiveness of the proposed program in relation to each of its goals and objectives identified in the proposal. The LEP should describe the evaluation design or model that will be used to evaluate the effectiveness of the project component(s), with the project goals and the objectives clearly stated. Applicants should include criteria for both process and outcome evaluations. Once submitted, any modifications to the LEP must be approved in advance by the BSCC. More detailed instructions on the LEP will be made available to successful applicants. See Appendix E for a sample of evaluation plan components.

**Local Evaluation Report** - Following project completion, grantees are required to complete a final Local Evaluation Report (LER) which must be in a format prescribed by the BSCC. The purpose of the final LER is to determine whether the overall project was effective in meeting the goals laid out in the LEP. To do this, the grantee must assess and document the effectiveness of the activities that were implemented. These activities should have been identified in the previously submitted LEP. More detailed instructions on the LER will be made available to successful applicants.

Applicants are strongly encouraged to identify research partners early on and include them in the development of the proposal, to better ensure that the goals and objectives listed in the proposal are realistic and measurable. Applicants are also encouraged (but not required) to use outside evaluators to ensure objective and impartial evaluations. Specifically, applicants should consider partnering with state universities or community colleges for evaluations. Evaluation planning, oversight, and reporting activities may be funded by the 2019 Youth Reinvestment Grant Program monies, identified matching funds, or another source. If grants funds will be used, they must be included in the applicant's proposed budget.

## BSCC Executive Steering Committee Process

### 2019 Youth Reinvestment Grant Program Executive Steering Committee

To ensure successful program design and implementation, the BSCC uses Executive Steering Committees (ESCs) and Advisory Groups to inform decision making related to the Board's programs. These committees are composed of subject matter experts and stakeholders representing both the public and private sectors. The BSCC makes every attempt to include diverse representation on its ESCs and Advisory Groups - in breadth of experience, geography, and demographics. ESCs are convened and approved by the BSCC Board, as the need arises, to carry out specified tasks including the development of RFPs for grant funds. The Board then approves, rejects, or revises those recommendations. Members of ESCs are not paid for their time but are reimbursed for travel expenses incurred to attend meetings.

The 2019 Youth Reinvestment Grant ESC includes subject matter experts on community engagement, trauma-informed care, youth diversion programs, prevention and intervention programs, mental/behavioral health, and law enforcement. A list of ESC members can be found in Appendix G.

### Conflicts of Interest

Existing law prohibits any grantee, subgrantee, partner or like party who participated on the above referenced 2019 Youth Reinvestment Grant ESC from receiving funds from the grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the 2019 Youth Reinvestment Grant ESC membership roster and ensuring that no grant dollars are passed through to any entity represented by any member of the ESC.

## Overview of the RFP Process

### Confirmation of Receipt of Proposal

Upon submission of a proposal, applicants will receive an electronic auto-confirmation email from the BSCC stating that the proposal has been received.

**Disqualification – PLEASE REVIEW CAREFULLY**



#### The following will result in an automatic disqualification:

- An electronic version of the complete proposal package is not received by 5:00 p.m. PST on March 13~~February 14~~, 2020.
- The Proposal Narrative does not meet the narrative formatting requirements below (see sample Formatting Tool Appendix F):
  - Arial 12-point font
  - One-inch margins on all four sides
  - 1.5-line spacing



- The Proposal Narrative exceeds 10 numbered pages in length.
- The Budget Attachment (Excel document), both tables and narrative, is incomplete or the total amount included in the budget table does not match the requested amount included elsewhere in the application.
- The Proposal Package does not contain all required sections:
  - Coversheet – accurately completed
  - Checklist – filled out and signed
  - Applicant Information Form – completed and signed
  - Proposal Abstract
  - Proposal Narrative
  - 2019 YRG Budget Table & Narrative Attachment (in Excel)
  - Criteria for Non-Governmental Organizations Receiving YRG Funds (Appendix B) – completed and signed
  - Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix C) – completed and signed
  - Project Work Plan (1-2 pages)
- The applicant's funding request was less than \$50,000.
- The applicant's funding request was more than \$2 million.
- The nonprofit applicant did not provide proof – or the proof provided is not current – that they are registered to do business as a nonprofit in the State of California, are active and have been in good standing with the Secretary of State for the last six months by submitting:
  - A copy of the applicant's registration and active status on the Secretary of State's database (<https://businesssearch.sos.ca.gov/>).
  - A Letter of Determination from the IRS or the most recent 990 IRS form.
- The local governmental entity applicant did not indicate its intention to pass through at least 90 percent of any awarded funds to a nonprofit organization and include that amount in the Budget Attachment.

**NOTE:** Disqualification means that the proposal will not move forward to the ESC for the Proposal Rating Process and, therefore, will NOT be considered for funding.

### Rating Process

Unless disqualified, proposals will advance to the Proposal Rating Process. The 2019 Youth Reinvestment Grant ESC members will read and rate each proposal in accordance with the prescribed rating factors listed in the table below.

The ESC members will base their scores on how well an applicant addresses the items listed under each rating factor within the Proposal Narrative and the Budget. Following the proposal rating process, the ESC will develop funding recommendations for consideration by the BSCC Board. It is anticipated that the BSCC Board will act on the



funding recommendations of the ESC at its meeting on June 11, 2020. All applicants will be notified of the Board's funding decision. Applicants and partners are not permitted to contact members of the ESC or the BSCC Board Members to discuss proposals.

### Rating Factors

The Rating Factors to be used and the maximum points assigned to each factor are shown in the table below. Applicants are asked to address each of these factors as a part of their proposal. The ESC assigned a percent value to each of the Rating Factors, correlating to its importance (see Percent of Total Value column).

	Rating Factors	Point Range	Percent of Total Value	Weighted Rating Factor Score
1	Project Need	1 - 5	35%	105
2	Project Description	1 - 5	35%	105
3	Organizational Capacity and Coordination	1 - 5	15%	45
4	Data Collection/Evaluation	1 - 5	5%	15
5	Project Budget	1 - 5	10%	30
Maximum Possible Proposal Score:			100%	300

Raters will score an applicant's response in each of the Rating Factor categories on a scale of 1 to 5, according to the Five-Point Rating Scale shown below. Each rating factor score is then weighted according to the "Percent of Total Value" column (determined by the ESC) associated with each Rating Factor to arrive at the final Weighted Score for each Rating Factor and then added together for a final overall proposal score.

### Threshold/Minimum Score

An applicant must meet a threshold of **60%**, or minimum score of **180** total points, to be considered for funding.

### Five-Point Rating Scale

Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
The response addresses the criteria in a <b>very inadequate</b> way.	The response addresses the criteria in a <b>non-specific or unsatisfactory</b> way.	The response addresses the criteria in an <b>adequate</b> way.	The response addresses the criteria in a <b>substantial</b> way.	The response addresses the criteria in an <b>outstanding</b> way.

## General BSCC Grant Requirements

### Grant Agreement

Applicants approved for funding by the BSCC are required to enter into a Grant Agreement with the BSCC. Grantees must agree to comply with all terms and conditions of the Grant Agreement. See Appendix H for a sample contract (State of California: Contract and General Terms and Conditions).

The Grant Agreement start date is expected to be July 1, 2020. Grant Agreements are considered fully executed only after they are signed by both the Grantee and the BSCC. Work, services, and encumbrances cannot begin prior to the Grant Agreement start date. If a grantee chooses to incur costs for reimbursement, any work, services, and encumbrances which occur after the start date but prior to grant agreement execution may not be reimbursed. Grantees are responsible for maintaining their Grant Agreement, all invoices, records, and relevant documentation for at least three (3) years after the final payment under the contract.

### Governing Board Resolution

Local governmental applicants must submit a resolution from their governing board addressing specified requirements as included in the sample Governing Board Resolution, which can be found in Appendix D. A signed resolution is not required at the time of proposal submission; however, grant recipients must have a resolution on file before a fully executed grant agreement can be completed.

Nonprofit applicants must submit a resolution from their governing board that the individual signing the application for 2019 Youth Reinvestment Grant funding is authorized on behalf of the governing board to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

### Audit Requirements

The BSCC reserves the right to call for a program or financial audit at any time between the execution of the grant agreement and three (3) years following the end of the grant period.

The Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this grant.

### Grantee Orientation Process

Following the start of the grant period, BSCC staff will conduct a Grantee Orientation in Sacramento (at a date to be determined later). The purpose of this mandatory session is to review the program requirements, invoicing and budget modification processes, data collection and reporting requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, and Day-to-Day Contact must attend. Grant recipients may use 2019 YRG funds for travel-related expenditures such as airfare, mileage, meals, lodging, and other per diem costs. Applicants should include anticipated travel costs in the budget section of the proposal under the "Other" category.

## **Funding Awards**

The BSCC will disburse one-third of awarded funds within 75 days of the date the grant agreement is fully executed. The grantee shall agree to deposit grant funds into a banking account established by the grantee and the grant funds shall not be comingled with any other funds. Any interest earned on the account may only be used for allowable expenses during the grant period. Grantees shall only use grant funds for allowable costs and shall provide invoices and supporting documentation to the BSCC periodically or upon request. When a grantee expends 80% of the disbursed funds and has submitted the required documentation to the BSCC, and provided the grantee has met the other terms and conditions of the grant, the BSCC shall disburse an additional 1/3 of the award under the same terms and conditions. The final 1/3 of the award shall be disbursed after a grantee expends 80% of the total disbursed funds. Any unspent funds remaining at the end of the grant period must be returned to the BSCC.

The State Controller's Office (SCO) will issue the warrant (check) to the grantee as named on the application form for the grant. Grantees must submit invoices to the BSCC on a quarterly basis through the online process no later than 45 days following the end of each quarter. Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC staff will conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures.

## **Quarterly Progress Reports**

Grant award recipients are required to submit quarterly progress reports to the BSCC. Progress reports are a critical element in BSCC's monitoring and oversight process. Grantees who are unable to demonstrate that they are making sufficient progress toward project goals and objectives and that funds are being spent in accordance with the Grant Agreement could be subject to the withholding of funds. Once grants are awarded, the BSCC will work with grantees to create custom progress reports. See Appendix I for a sample progress report.

## **Travel**

Travel is usually warranted when personal contact by project staff is the most appropriate method of conducting project-related business. Travel to and from training conferences may also be allowed. The most economical method of transportation, in terms of direct expenses to the project and the employee's time away from the project, must be used. Projects are required to include sufficient per diem and travel allocations for project-related personnel, as outlined in the Grant Agreement, to attend any mandated BSCC training conferences or workshops outlined in the terms of the program.

## **Units of Government**

Units of government may follow either their own written travel and per diem policy or the State's policy. Units of government that plan to use cars from a state, county, city, district car pool, or garage may budget either the mileage rate established by the car pool or garage, or the state mileage rate, not to exceed the loaning agency rate.

### **Non-Governmental Organizations (NGOs)**

An NGO receiving BSCC funds must use the California State travel and per diem policy, unless the grantee's written travel policy is more restrictive than the State's, in which case it must be used. Reimbursement is allowed for the cost of commercial carrier fares, parking, bridge, and road tolls, as well as necessary taxi, bus, and streetcar fares. This policy applies equally to NGOs that receive grant funds directly from the BSCC and those that receive grant funds indirectly through a subcontract with another NGO that received a BSCC grant award.

### **Out-of-State Travel**

Out-of-state travel is restricted and only allowed in exceptional situations. Grantees must receive written BSCC approval prior to incurring expenses for out-of-state travel. Even if previously authorized in the Grant Award, grantees must submit to the BSCC a separate formal request (on grantee letterhead) for approval. Out-of-state travel requests must include a detailed justification and budget information.

In addition, California prohibits travel, except under specified circumstances, to states that have been found by the California Attorney General to have discriminatory laws. The BSCC will not reimburse for travel to these states unless the travel meets a specific exception under Government Code Section 11139.8(c). For additional information, please see: <https://oag.ca.gov/ab1887>.

### **Debarment, Fraud, Theft, or Embezzlement**

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the BSCC will not enter into contracts or provide disbursements or reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three (3) years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the grant contract.

The BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

All applicants must complete Appendix C certifying they are in compliance with the BSCC's policies on debarment, fraud, theft, and embezzlement.

## Compliance Monitoring Visits

BSCC staff will conduct periodic monitoring of each project to assess whether the project is in compliance with grant requirements and making progress toward grant objectives. As needed, monitoring visits may also occur to provide technical assistance on fiscal, programmatic, evaluative, and administrative requirements. For your reference, a sample Monitoring Visit Checklist is contained in Appendix J.

## Use of Effective Programs and Data-Driven Approaches<sup>1</sup>

The BSCC is committed to supporting programs, practices, and strategies that are rooted in documented evidence showing they reduce youth risk factors and rates of recidivism while also considering participant characteristics, situations, and preferences.

Applicants are required to use data to drive conscientious decision-making in the development, implementation, and appraisal of their overall projects. Applicants should demonstrate that their proposal is linked to the implementation of practices and strategies supported by data. The following information is offered to help applicants understand the BSCC's broad view of data-supported practices and decision-making:

The BSCC is committed to supporting a focus on better outcomes in the criminal justice system and those involved in it. For the purposes of this RFP, applicants should focus on the following three basic principles:

- 1. Is there evidence or data to suggest that the intervention, service, or strategy is likely to work, i.e., produce a desired benefit?** *For example, was the intervention, service, or strategy selected by the project used by another entity with documented positive results? Is there published research/information on the intervention the project has chosen to implement showing its effectiveness? Is the intervention or strategy being used by another entity with a similar problem and similar target population?*
- 2. Once an intervention, service, or strategy is selected, will you be able to demonstrate that it is being carried out as intended?** *For example, does this intervention, service, or strategy provide for a way to monitor quality control or continuous quality improvement? If this intervention, service, or strategy was implemented in another area, are there procedures in place to ensure the model is being closely followed (so the project is more likely to achieve similar desired outcomes)?*
- 3. Is there a plan to collect data that will allow for an appraisal of whether the intervention, service, or strategy worked?** *For example, will the intervention, service, or strategy selected allow for the collection of data or other information*

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<sup>1</sup> Lowenkamp and Latessa, 2003, Lowenkamp, 2003; Lowenkamp & Latessa, 2005a; Lowenkamp and Latessa, 2005b; Center for Criminal Justice Research and the Corrections Institute at the University of Cincinnati, Correctional Program Checklist Assessment

*so outcomes can be measured at the conclusion of the project? Are there or will there be processes in place to identify, collect, and analyze that data/information?*

Applicants are encouraged to develop an overall project that incorporates these principles but is tailored to fit the needs of the communities they serve. Plans to measure the effectiveness of a project should include the use of both qualitative and quantitative data/information. While quantitative data/information is based on numbers and mathematical calculations, qualitative data/information is based on written or spoken narratives. The purpose of quantitative data/information is to explain, predict, and/or control events through focused collection of numerical data, while the purpose of qualitative data/information is to explain and gain insight and understanding of events through collection of narrative data/information.

Applicants may find it helpful to review the information on evidence-based treatment practices in Appendix K of this RFP as well as in the Substance Abuse and Mental Health Services Administration's (SAMHSA) Guide to Evidence-Based Practices available at: [www.samhsa.gov/ebpwebguide](http://www.samhsa.gov/ebpwebguide).

## Reducing Racial and Ethnic Disparity

Research shows that youth and adults of color are significantly overrepresented in the criminal justice system in California<sup>2</sup>. BSCC supports efforts to reduce racial and ethnic disparities and encourages others to do the same. The BSCC has undertaken a number of activities to ensure that California addresses this concern including trainings.

The YRG statute states that services must be located in communities (designated by zip code or neighborhood) with "high needs" and defines high needs as including racial or ethnic disparities in youth arrests that are higher than their representation in the county population. Applicants should, as relevant, describe how grant activities will impact the number of youth of color who are subject to justice system involvement.

For additional information about reducing racial and ethnic disparity (R.E.D.) applicants may contact the R.E.D. Coordinator, Field Representative Timothy Polasik, by telephone at (916) 621-2853 or by email [Timothy.Polasik@bscc.ca.gov](mailto:Timothy.Polasik@bscc.ca.gov).

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<sup>2</sup> Multiple studies confirm the disparities in the criminal and juvenile justice systems. The W. Haywood Burns Institute (<http://www.burnsinstitute.org/>) has worked extensively on this issue as has the National Council on Crime and Delinquency (NCCD) and the Center for Juvenile Justice Reform, Georgetown University (<https://cjjr.georgetown.edu/certificate-programs/reducing-racial-and-ethnic-disparities/>)

Created Equal: Racial and Ethnic Disparities in the US Criminal Justice System (NCCD: Hartney/Vuong March 2009)

## Summary of Key Dates

The following table shows a timeline of key dates related to the 2019 Youth Reinvestment Grant Program.

Activity	Tentative Date
Release Request for Proposals Solicitation	November 14, 2019
Bidders' Conference	December 12, 2019
Letter of Intent Due to the BSCC	December 20, 2019
<b>Grant Proposal/Application Due to the BSCC No later than 5:00 p.m. PST</b>	<b><u>March 13</u>February 14, 2020</b>
Technical Compliance Review (TCR)	<u>March 14 – 31</u> February 17–28, 2020
Proposal Rating Process and Development of Funding Recommendations	April – May, 2020
BSCC Board Meeting for Funding Approval	June 11, 2020
New YRG Grants Begin/Contract Start Date	July 1, 2020
Mandatory Grantee Orientation	To Be Determined

## PART II: PROPOSAL INSTRUCTIONS AND RATING FACTORS

The following section contains pertinent information on how to complete the Request for Proposal package for the Youth Reinvestment Grant. BSCC submittal information is contained in Part I, page 3.

- Proposal Abstract
- Proposal Narrative & Budget Attachment
  1. Project Need
  2. Project Description
  3. Organizational Capacity & Coordination
  4. Data Collection/Evaluation
  5. Project Budget
- Project Work Plan
- Letters of Commitment (optional)

**\*\*\*THE REQUEST FOR PROPOSAL PACKAGE – EXCEPT FOR THE BUDGET – CAN BE FOUND AT THE END OF THIS ENTIRE DOCUMENT\*\*\***



## Proposal Abstract

Instructions: Provide a brief summary of the proposed project. The Proposal Abstract must be submitted in Arial 12-point font with one-inch margins on all four sides. Narrative must be 1.5-line spaced and cannot exceed **1 page** in length. This section will not be included in the rating of the Proposal.

## Proposal Narrative

Instructions: The Proposal Narrative must be submitted in Arial 12-point font with one-inch margins on all four sides. The narrative must be 1.5-line spaced and cannot exceed **10 numbered pages** in length. The Proposal Narrative should address the Project Need, Project Description, Organizational Capacity & Coordination, and Data Collection/Evaluation, using each of the four section headers exactly as provided. Within each section, address the bulleted items in a concise yet comprehensive narrative format. Do not include website links.

The 10-page limit for this section does not include the mandatory Cover Sheet, Proposal Checklist, Applicant Information Form, Proposal Abstract, Project Work Plan, Budget Table & Narrative, or other required attachments (see Proposal Checklist).

It is up to the applicant to determine how best to use the total 10-page limit in addressing each section; however, as a guide, the percent of total point value for each section is listed within each header.

### 1. Project Need (Percent of Total Value: 35%)

**Address the following in narrative form:**

Articulate a need that is pertinent to the intent of the 2019 YRG Program. The elements that comprise the Project Need section are listed below. Addressing each element does not itself merit a high rating; rather, it is the quality of the response to each element that will be evaluated. This is the case for all of the rating factors.

- Define the target population of youth to be served by these grant funds. This should include details such as gender, age, race/ethnicity, prior contact/involvement with the justice system, risk factors, and any other data that supports the need for services within the identified population.
- In consideration of the various diversion options available, describe the diversion needs of the specific target population to be served.
- Identify existing gaps in available resources, services, and/or activities within the proposed project area for the target population.

- Explain any methods that were used to conduct outreach and/or gather input from interested parties in order to determine the need presented in this proposal.
- Use quantitative and/or qualitative data, as well as other relevant supporting information, to support the identified need. High need status can be documented and supported by available statewide databases and/or other data and information sources the applicant can access and provide.
- Explain how the described project need is related to your service area's high arrest rates and, as relevant, to racial/ethnic disparities.

<b>Rating Criteria for Project Need</b> (scored on a scale of 1 – 5; weighted at 35%)	
1.1	The applicant identified the specific target population to be served (e.g., gender, age, race/ethnicity, prior contact/involvement with the justice system, risk factors, and/or other supporting data).
1.2	The applicant described the diversion needs of the target population selected.
1.3	The applicant identified service gaps that contribute to the need.
1.4	The applicant solicited community input in determining the need.
1.5	The applicant provided relevant qualitative and/or quantitative data with citations in support of the need.
1.6	The applicant described the project need related to high arrest rates and racial/ethnic disparity.

## 2. Project Description (Percent of Total Value: 35%)

**Address the following in narrative form:**

- Describe the relationship between the proposed services/interventions to be delivered and the population of youth to be served.
- Explain the ways in which the proposed services/interventions are evidence-based or promising, trauma informed, culturally relevant, and developmentally appropriate for the target population and the community.
- Considering your proposed service area and target population, identify how and where diversion services will be delivered. Estimate the number of youth to be provided services under this grant.
- Explain how the proposed project will reduce the number of youth who are involved in the justice system.
- Describe your plan and process for how youth will be referred under the proposed project, including information about who can refer youth to the program

and at what point along the justice system continuum (e.g., pre-arrest, before filing a petition, etc.) youth may be referred.

- Articulate the proposed process for identifying the specific needs of referred youth and then meeting those needs.
- Explain how service providers will ensure that only appropriate youth will be provided diversion services under this grant. This must include an adequate description of how youth will be selected or chosen for participation in the program. Describe any steps that will be taken to ensure youth who could be served with a less restrictive, less punitive option will be, i.e., that no net-widening will occur, and that only youth who would otherwise be going into the system or will penetrate deeper into the system will be provided services.
- Describe how a participant's non-compliance will be defined and addressed.
- Complete the Work Plan using the template provided in the proposal package at the end of the RFP to identify the project's top three goals and objectives.
  - Describe the relationship of the project's goals and objectives to the need and intent of the grant.
  - Identify how the top three goals will be achieved in terms of the activities, responsible staff/partners, and start and end dates.

<b>Rating Criteria for Project Description</b> (scored on a scale of 1 – 5; weighted at 35%)	
2.1	The applicant described the proposed services/interventions of the project in relation to the target population.
2.2	The applicant described the extent to which the services are evidence-based or promising, trauma informed, culturally relevant, and developmentally appropriate for the target population and the community.
2.3	The applicant described how and where the services will be delivered and an estimated number of youth to be served.
2.4	The applicant described how the proposed project will reduce the number of young people in the justice system.
2.5	The applicant described the project's referral process, identified who will refer and at what point in the justice system the youth will be diverted.
2.6	The applicant described how the needs of referred youth will be determined and met.
2.7	The applicant described how it will ensure that only appropriate youth will be provided diversion services and that any youth who could be handled with a less restrictive, less punitive option will be, i.e., that no net-widening will occur.
2.8	The applicant described how a participant's non-compliance with project requirements will be addressed.
2.9	The applicant has completed a Project Work Plan that is appropriate to the proposed project.

### 3. Organizational Capacity & Collaboration (Percent of Total Value: 15%)

Address the following in narrative form:

- Recognizing there are different types of applicants, describe the applicant agency's experience, staffing and/or partnerships that will ensure effective implementation of the proposed project. If applicable, identify the process and criteria that will be used for selecting program partners during project implementation.
- Identify the role of community-based service providers in your project. Describe the experience and expertise of identified service providers with serving at-risk youth populations.
- Explain the approach that will be used for partnering or integrating with formal justice system agencies as needed to ensure the effectiveness of the proposed project.

<b>Rating Criteria for Organizational Capacity and Coordination</b> (scored on a scale of 1 – 5; weighted at 15%)	
3.1	The applicant has described its experience, staffing and/or partnerships to implement the proposed project. If partners are to be selected after the grant is awarded, then specify the process for selecting those partners.
3.2	The applicant described how those providing services to youth will be involved in the project and demonstrated their experience with serving at-risk youth populations.
3.3	The applicant described how the proposed project will coordinate with formal justice system agencies as necessary to implement the project.

### 4. Data Collection/Evaluation (Percent of Total Value: 5%)

Address the following in narrative form:

- Describe the plan, or steps taken, to ensure that program data are collected, maintained, reported, and used as a management tool for program decision making.
- Confirm an ongoing commitment to adhere to the data collection methodology prescribed by the BSCC for data reporting purposes (e.g., quarterly progress report).
- Define a plan for working with the BSCC's appointed Evaluator to acquire data from internal and external agencies, as applicable, to assess/evaluate the YRG program.

<b>Rating Criteria for Data Collection/Evaluation</b> (scoring on a scale of 1 – 5; weighted at 5%)	
4.1	The applicant described a plan to ensure that project data are collected, maintained, reported, and used as a management tool for project decision making.
4.2	The applicant demonstrated a commitment to adhere to the data collection methodology prescribed by the BSCC for data reporting purposes (e.g., quarterly progress report).
4.3	The applicant identified a plan to work with the BSCC's appointed Evaluator to acquire data from internal and/or external agencies to assess/evaluate the grant-funded project.

## 5. Project Budget (Percent of Total Value: 10%)

As part of the application process, applicants are required to submit the 2019 YRG RFP Budget Attachment (Budget Attachment), which can be accessed via the link on the next page. The Budget Attachment does not count toward the 10 pages allowed for the Proposal Narrative. Upon submission, the Budget Attachment will become “Section 5: Project Budget,” making up part of the official proposal package. The Budget Attachment, which includes a budget table and narrative will be rated based on the criteria listed below. The Budget Attachment must be filled out completely and accurately. Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Attachment and are encouraged to double check all entries.

All project costs must be directly related to the objectives and activities of the proposed project. The Budget Attachment covers the entire three-year grant term. For example, if you are requesting \$1 million, the budget table must total to \$1 million and the corresponding narrative must explain how that \$1 million would be spent over the three-year term of the grant.

The following items – applied to both the project budget table and the project budget narrative – are rated as a part of this section, and must be addressed by the applicant in the YRG Budget Attachment:

<b>Rating Criteria for Project Budget</b> (scoring on a scale of 1 – 5; weighted at 10%)	
5.1	The applicant has submitted a Budget Table that is appropriate to the proposed project.
5.2	The applicant has provided budget narrative that relates the expenses to the proposed project and is all inclusive as to the services provided to the target population.

Detailed instructions for completing the Budget Attachment are listed on the Instructions tab of the Budget Attachment workbook.

To access the YRG Budget Attachment, [click here](#).

For additional guidance on grant budgets, refer to the *BSCC Grant Administration Guide*, found under Quick Links on the Corrections Planning & Grant Programs home page:

<http://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2016.pdf>

### Request for Proposals Additional Documents

#### Letters of Commitment (Optional)

The **only** additional documents that will be accepted are Letters of Commitment. Letters of Commitment should express, not only support for the proposed project, but also the author's specific commitment toward ensuring the overall success of the project. There is no specific format for these Letters but each must be on the committing partner's organization letterhead.

Any additional documents that are submitted with the proposal will not be forwarded to the ESC for rating. Only Letters of Commitment will be considered as part of the proposal.

## **APPENDICES**

Attachment D-4

## **APPENDIX A**

### **Glossary of Terms – 2019 Youth Reinvestment Grant**

#### **Diversion**

Youth diversion is broadly defined as an approach that promotes positive youth development by relying on responses that prevent a young person's involvement or further involvement in the justice system. Diversion programs, which may follow a variety of different models, aim to divert youth from justice system engagement at the earliest possible point. Departments or agencies that may refer youth to diversion programs include, but are not limited to, schools, service organizations, law enforcement, probation, or prosecutors.

#### **Trauma-Informed**

"Trauma-informed" means an approach that involves an understanding of adverse childhood experiences and responding to symptoms of chronic interpersonal trauma and traumatic stress across the lifespan of an individual. A Trauma-Informed approach in the diversion system is one in which all diversion partners should recognize and respond to the impact of traumatic stress and apply a trauma-informed approach that is designed to meet the individual needs of each child.

#### **Cultural Relevance**

Cultural relevance acknowledges the influence of the youth's identity characteristics on the youth's experience of the world and incorporates perspectives into the program's environment. These identity characteristics include racial/ethnic, gender, class, religion, educational, sexual orientation, gender identity, family heritage, disability, and any other identity the youth communicates as important.

Every grantee and sub-grantee/sub-recipient that receives YRG funds must utilize programs, practices, and approaches that embed cultural relevancy.

#### **Developmentally Appropriate**

A service or intervention may be considered developmentally appropriate if it is based on a child's level of need, or developmental stage, rather than the child's chronological age.

#### **Community Based Organization (CBO)**

A CBO is a nongovernmental organization that provides services to a community consisting of individuals, groups or other organizations that constitute the local or community service population. In the context of the Youth Reinvestment Grant, a CBO is generally considered to be a non-government, non-law enforcement organization that provides services to youth and families that are at risk of involvement or already involved with the juvenile justice system. Consistent with the requirements of the 2019 YRG governing statutes, all CBOs that receive 2019 YRG funds directly or indirectly must be nonprofit organizations with tax exempt status that are nongovernmental and do not carry out any law enforcement duties. In this Request for Proposals, CBOs and nonprofit organizations are referred to as NGOs or Non-Governmental Organizations.

#### **Service Need Determination**

In considering whether to provide diversion services to potential program participants, service providers receiving funding under this grant must use an approach that is trauma-informed, culturally relevant and developmentally appropriate. Approaches could include,



but are not limited to, surveys or interviews. Applicants must thoroughly explain and justify their proposed approach for deciding which youth will be selected or chosen for program participation. Every applicant must identify some methodology for determining whether a potential program participant would benefit from services and how youth will be matched with specific services that provide those benefits.

### **Local Evaluation Plan and Local Evaluation Report**<sup>3</sup>

The purpose of the Local Evaluation Plan and the Local Evaluation Report is to identify whether the program “worked” in terms of achieving its goals and objectives. Outcome measures are designed to answer the question: “What results did the program produce?” Examples of outcome measures could include:

- Results of pre/post surveys (e.g., improvements in the number of high school graduates or reductions in law enforcement contacts).
- Implementation of programs aimed at increasing the number of youth enrolled in mentoring programs.
- Changes in policies that improve access to alcohol and substance use prevention services for youth.

### **Goal versus Objective**

Goals and objectives are necessary components of the Local Evaluation Plan and the Project Work Plan. These common terms are sometimes used interchangeably because both refer to the intended results of program activities. Goals are longer-term than objectives, more broadly stated and govern the specific objectives to which program activities are directed.

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing the long-term intended outcome of the program<sup>4</sup>.

Examples of goal statements<sup>5</sup>:

- To reduce the number of youth who commit serious offenses.
- To reduce the number of youth who exhibit a pattern of chronic offending.
- To divert youth who commit nonviolent offenses from state juvenile correctional institutions.
- To restore the losses suffered by the victims of crimes.

Objectives are statements of specific, measurable aims of program activities. Objectives detail the tasks that must be completed to achieve goals. Descriptions of objectives in the proposals should include three elements:<sup>6</sup>

- 1) Direction – the expected change or accomplishment (e.g., improve, maintain);

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<sup>3</sup>Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 7. Retrieved from <http://www.jrsa.org/pubs/juv-justice/program-evaluation.pdf>.

<sup>4</sup>Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)*. Retrieved from <http://www.jrsa.org/pubs/juv-justice/program-evaluation.pdf>. See also New York State Division of Criminal Justice Services. *A Guide to Developing Goals and Objectives for Your Program*. Retrieved from <http://www.criminaljustice.ny.gov/ofpa/goalwrite.htm>.

<sup>5</sup> *Id.* at p. 4.

<sup>6</sup>Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 5. Retrieved from <http://www.jrsa.org/pubs/juv-justice/program-evaluation.pdf>.

- 2) Timeframe – when the objective will be achieved; and
- 3) Target Population – who is affected by the objective.

Examples of program objectives:<sup>7</sup>

- By the end of the program, drug-addicted youth will recognize the long-term consequences of drug use.
- To place eligible youth in an intensive supervision program within two weeks of adjudication to ensure their accountability and the community's safety.
- To ensure the youth in this program carry out all the terms of the mediation agreements they have worked out with their victims by program completion.

### **Principles of Effective Intervention**

During the past two decades, there has been renewed interest in examining correctional research. These efforts have been led by researchers such as Gendreau, Andrews, Cullen, Lipsey and others.<sup>8</sup> Much evidence has been generated, leading to the conclusion that many rehabilitation programs have, in fact, produced significant reductions in recidivism. The next critical issue became the identification of those characteristics most commonly associated with effective programs. Through the work of numerous scholars (Andrews et al., 1990<sup>9</sup>; Cullen and Gendreau, 2000<sup>10</sup>; Lipsey 1999<sup>11</sup>), several “principles of effective intervention” have been identified. These principles can be briefly categorized as the following:

- Assess Risk/Needs
- Enhance Intrinsic Motivation
- Target Interventions
  - Risk Principle
  - Needs Principle
  - Responsivity Principle
  - Dosage
  - Treatment Principle
- Skill Train with Directed Practice
- Increase Positive Reinforcement
- Engage Ongoing Support in Natural Communities
- Measure Relevant Processes/Practices
- Provide Measurement Feedback

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<sup>7</sup> *Id.*

<sup>8</sup> For a thorough review of this research, see Cullen, F.T. and B.K. Applegate. 1998. *Offender rehabilitation: Effective correctional intervention*. Brookfield, Vt.: Ashgate Dartmouth.

<sup>9</sup> Andrews, D.A., I. Zinger, R.D. Hoge, J. Bonta, P. Gendreau and F.T. Cullen. 1990. Does correctional treatment work? A clinically relevant and psychologically informed meta-analysis. *Criminology* 28(3):369-404.

<sup>10</sup> Cullen, F.T. and P. Gendreau. 2000. Assessing correctional rehabilitation: Policy, practice, and prospects. In *Criminal justice 2000: Volume 3 – Policies, processes, and decisions of the criminal justice system*, ed. J. Horney, 109-175. Washington, D.C.: U.S. Department of Justice, National Institute of Justice.

<sup>11</sup> Lipsey, M.W. 1999. Can intervention rehabilitate serious delinquents? *The Annals of the American Academy of Political and Social Science*, 564(2):142-166.

## APPENDIX B

### Criteria for Non-Governmental Organizations Receiving 2019 Youth Reinvestment Grant Funds

(Page 1 of 2)

The 2019 Youth Reinvestment Grant Program Request for Proposals (RFP) includes requirements that apply to non-governmental organizations that receive funds under this grant. All grantees are responsible for ensuring that any contracted third parties continually meet these requirements as a condition of receiving 2019 YRG funds. The RFP describes these requirements as follows:

All NGOs that receive 2019 YRG funds as direct grantees or as sub-grantees of a local governmental entity must have tax exempt status per Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code. In addition, any NGO that receives 2019 YRG Grant funds (as a grantee, a subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six months prior to the effective date of its fiscal agreement with the BSCC or with the YRG grantee. Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee-subcontractor fiscal agreement.
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship);
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address (an exception may be made for Indian Tribes).

In the table below, provide the name of the Grantee and list all contracted parties.

**Grantee:**

Name of Contracted Party	Address	Email / Phone	Meets All Requirements
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Grantees are required to update this list and submit it to the BSCC any time a new third-party contract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the 2019 Youth Reinvestment Grant RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.

Unless prior approval is obtained, the BSCC prohibits disbursement or reimbursement to any NGO that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

**A signature below is an assurance that all requirements listed above have been met.**

<b>AUTHORIZED SIGNATURE</b> (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE		TELEPHONE
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
SIGNATURE x		DATE	

## APPENDIX C

### Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft, and Embezzlement

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

By checking the following boxes and signing below, applicant affirms that:

☐ I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.

☐ I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

☐ I/We will hold subgrantees and subcontractors to these same requirements.

A grantee may make a request in writing to the Executive Director of the BSCC for an exception to the debarment policy. Any determination made by the Executive Director shall be made in writing.

<b>AUTHORIZED SIGNATURE</b> <small>(This document must be signed by the person who is authorized to sign the Grant Agreement.)</small>			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
AUTHOTIZED OFFICER SIGNATURE <b>(Blue Ink Only)</b> <b>X</b>			DATE

**APPENDIX D**  
**SAMPLE: Governing Board Resolution**

Before grant funds can be reimbursed, a grantee must either (1) submit a resolution from its Governing Board that delegates authority to the individual authorized to execute the grant agreement or (2) provide sufficient documentation indicating that the prospective grantee has been vested with plenary authority to execute grant agreements (e.g., a City Council or County Board of Supervisors delegating such authority to an Agency head).

Nonprofit applicants must submit a resolution from their governing board that the individual signing the application for 2019 Youth Reinvestment Grant funding is authorized on behalf of the governing board to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

Below is assurance language that, at a minimum, must be included in the resolution submitted to the Board of State and Community Corrections.

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WHEREAS the **(insert name of Applicant Agency)** desires to participate in the 2019 Youth Reinvestment Grant Program funded through the California State General Fund and administered by the Board of State and Community Corrections (hereafter referred to as the BSCC).

NOW, THEREFORE, BE IT RESOLVED that the **(insert title of designated official)** be authorized on behalf of the **(insert name of Governing Board)** to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that the **(insert name of Applicant Agency)** agrees to ensure all matching funds required for the above grant are provided and abide by the terms and conditions of the Grant Agreement as set forth by the BSCC.

Passed, approved, and adopted by the **(insert name of Governing Board)** in a meeting thereof held on **(insert date)** by the following:

Ayes:

Notes:

Absent:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

ATTEST: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

## APPENDIX E

### SAMPLE: Local Evaluation Plan Components

A Local Evaluation Plan (LEP) should, at a minimum, address the following:

1. What are the Project Goals?
2. What are the corresponding Project Objectives?
3. Define the targeted youth (for example: gender, age, risk factors, prior involvement with the juvenile justice system (if applicable), etc.
4. Describe the process for determining which interventions(s) and/or services a participant needs and will receive.
5. How does the project plan to document the services within the intervention(s) and/or services provided to each participant?
6. What is the estimated number of participants receiving the different intervention(s) and/or services being provided by the project?
7. How does the project plan to track the participants in terms of their progress in the project (for example start dates, attendance logs, dropouts, successful completions, progress milestones, etc.)?
8. Describe the project-oversight structure and overall decision-making process for the project.
9. How does the project anticipate ensuring project components are being monitored, determined effective, and adjusted as necessary?
10. Describe the project's plan for documenting activities performed by staff and contracted providers, if applicable.
11. What outcome variables/measures will be tracked and how will the project track/record these?
12. Detail the criteria for determining participant success/failure in the project.
13. Identify the method of determining if the project achieved the goals provided above.
14. How does the project plan to document the cost per participant?





**APPENDIX G**  
**2019 Youth Reinvestment Grant Executive Steering Committee**

	Name	Title	Organization
1	David Steinhart (Chair)	Director & BSCC Board Member	Commonweal Juvenile Justice Program
2	Arthur Bowie	Retired	Sacramento County Public Defender's Office
3	Beverly Brook	Chaplain	Santa Cruz County Juvenile Detention Center
4	Michelle Scray Brown	Chief Probation Officer	San Bernardino County
5	Paul Espinosa	Captain	Los Angeles Police Department
6	Jane Halladay Goldman	Director, Service Systems Program	National Center for Child Traumatic Stress
7	Josh Green	Director of Criminal Justice Programs	Urban Peace Institute
8	Donna Groman	Judge	Los Angeles County Superior Court
9	Brooke Harris	Adjunct Professor & Supervising Clinical Attorney	Loyola Law School, Center for Juvenile Law & Policy
10	Gerry Lopez	Managing Deputy District Attorney	Riverside County District Attorney's Office, Crime Prevention Unit
11	Christina Maricic	California Youth Representative	Self-employed
12	Meghan Medlin	Owner/Consultant	Medlin Workforce & Reentry Solutions
13	Laura John Ridolfi	Policy Director	W. Haywood Burns Institute
14	Brook Smith	Associate Director	The Children's Initiative
15	Patricia Soung	Policy Director of Youth Justice	Children's Defense Fund – California
16	Paul Watson	President/CEO	The Global Action Research Center

## APPENDIX H: Sample Grant Agreement

### STANDARD AGREEMENT

STD 213 (Rev 03/2019)

AGREEMENT NUMBER

**BSCC XXX-20**

PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTOR NAME

**GRANTEE NAME**

2. The term of this Agreement is:

START DATE

**JULY 1, 2020**

THROUGH END DATE

**SEPTEMBER 30, 2023**

3. The maximum amount of this Agreement is:

**\$000,000.00**

4. The parties agree to comply with the terms and conditions of the following exhibits, attachments, and appendices which are by this reference made a part of the Agreement.

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	3
Exhibit B	Budget Detail and Payment Provisions	4
Exhibit C	General Terms and Conditions (04/2017)	4
Exhibit D	Special Terms and Conditions	5
Attachment 1*	Youth Reinvestment Grant (YRG) Program Request for Proposals	*
Attachment 2	YRG Application for Funding	xx
Appendix A	YRG Program Executive Steering Committee	1
Appendix B	Criteria for Non-Governmental Organizations Receiving YRG Program Funds	2

\* This item is hereby incorporated by reference and can be viewed at: [http://www.bscc.ca.gov/s\\_youthreinvestmentgrant](http://www.bscc.ca.gov/s_youthreinvestmentgrant)

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

### CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

**GRANTEE NAME**

CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP
PRINTED NAME OF PERSON SIGNING	TITLE		
CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED		

### STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTING AGENCY ADDRESS 2590 Venture Oaks Way, Suite 200	CITY Sacramento	STATE CA	ZIP 95833
PRINTED NAME OF PERSON SIGNING RICARDO GOODRIDGE	TITLE Deputy Director		
CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED		

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL: EXEMPT PER SCM, VOLUME 1, CH. 4.06

**EXHIBIT A**  
**SAMPLE - SCOPE OF WORK**

**1. GRANT AGREEMENT – 2019 YOUTH REINVESTMENT GRANT PROGRAM**

This Grant Agreement is between the State of California, Board of State and Community Corrections (hereafter referred to as the BSCC) and XXX (hereafter referred to as the Grantee).

**2. PROJECT SUMMARY AND ADMINISTRATION**

- A. Project Summary here....
- B. Grantee agrees to administer the project in accordance with Attachment 1: YRG Program Request for Proposals (incorporated by reference) and Attachment 2: YRG Application for Funding, which are attached and hereto made part of this agreement.

**3. PROJECT OFFICIALS**

- A. The BSCC's Executive Director or designee shall be the BSCC's representative for administration of the Grant Agreement and shall have authority to make determinations relating to any controversies that may arise under or regarding the interpretation, performance, or payment for work performed under this Grant Agreement.

- B. The Grantee's project officials shall be those identified as follows:

**Authorized Officer** with legal authority to sign:

Name:  
Title:  
Address:  
Phone:

**Designated Financial Officer** authorized to receive warrants:

Name:  
Title:  
Address:  
Phone:  
Email:

**Project Director** authorized to administer the project:

Name:  
Title:  
Address:  
Phone:  
Email:

- C. Either party may change its project representatives upon written notice to the other party.
- D. By signing this Grant Agreement, the Authorized Officer listed above warrants that he or she has full legal authority to bind the entity for which he or she signs.

**EXHIBIT A**  
**SAMPLE - SCOPE OF WORK**

**4. DATA COLLECTION**

Grantees will be required to comply with all data collection and reporting requirements as described in the Youth Reinvestment Grant Program Request for Proposals (RFP).

**5. REPORTING REQUIREMENTS**

**A. Quarterly Progress Reports**

Grantee will submit quarterly progress reports in a format prescribed by the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

Progress Reporting Periods	Due no later than:
1. July 1, 2020 to September 30, 2020	November 16, 2020
2. October 1, 2020 to December 31, 2020	February 15, 2021
3. January 1, 2021 to March 31, 2021	May 17, 2021
4. April 1, 2021 to June 30, 2021	August 16, 2021
5. July 1, 2021 to September 30, 2021	November 15, 2021
6. October 1, 2021 to December 31, 2021	February 14, 2022
7. January 1, 2022 to March 31, 2022	May 16, 2022
8. April 1, 2022 to June 30, 2022	August 15, 2022
9. July 1, 2022 to September 30, 2022	November 14, 2022
10. October 1, 2022 to December 31, 2022	February 14, 2023
11. January 1, 2023 to March 31, 2023	May 15, 2023
12. April 1, 2023 to June 30, 2023	August 14, 2023

**B. Evaluation Documents**

1. Local Evaluation Plan	Due no later than: October 30, 2020
2. Final Local Evaluation Report	September 30, 2023

**C. Other**

Grantees shall submit all other reports and data as required by the BSCC.

**6. PROJECT RECORDS**

- A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions taken with respect to the project, including copies of this Grant Agreement, approved program/budget modifications, financial records, and required reports.

The Grantee shall establish separate accounting records and maintain documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds, including grant funds and any matching funds by the Grantee and the total cost of the project. Source documentation includes copies of all

**EXHIBIT A**  
**SAMPLE - SCOPE OF WORK**

awards, applications, approved modifications, financial records, and narrative reports.

- B. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they are employed full-time or part-time. Time and effort reports are also required for all subcontractors and consultants.
- C. The grantee shall maintain documentation of donated goods and/or services, including the basis for valuation.
- D. Grantee agrees to protect records adequately from fire or other damage. When records are stored away from the Grantee's principal office, a written index of the location of records stored must be on hand and ready access must be assured.
- E. All Grantee records relevant to the project must be preserved a minimum of three (3) years after closeout of the grant project and shall be subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and auditing by the BSCC or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three (3) year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three (3) year period, whichever is later.

**7. CONFLICT OF INTEREST**

- A. Existing law prohibits any grantee, subgrantee, partner, or like party who participated on the 2019 Youth Reinvestment Grant Program Executive Steering Committee (ESC) from receiving funds awarded under the 2019 Youth Reinvestment Grant RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the 2019 Youth Reinvestment Grant ESC membership roster (see Contract Appendix A) and ensuring that no grant dollars are passed through to any entity represented by the members of the 2019 Youth Reinvestment Grant Program ESC.
- B. In cases of an actual conflict of interest with an ESC member, the BSCC may revoke the grant award and legal consequences could exist for the parties involved, including, but not limited to, repayment of the grant award.

**EXHIBIT B**

**SAMPLE - BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. STATEMENTS OF EXPENDITURES AND PAYMENTS**

- A. The BSCC will disburse one-third of awarded funds to grantees after the Grant Agreement is fully executed. Please note: the initial disbursement may take up to 75 days from the date the Grant Agreement is fully executed to be processed and sent to Grantee. The Grantee shall agree to deposit grant funds into a banking account established by the Grantee and the grant funds shall not be comingled with any other funds. Any interest earned on the account may only be used for allowable expenses during the grant period. Grantee shall only use grant funds for allowable costs (see Exhibit B, "Project Costs") and shall provide invoices and supporting documentation to the BSCC upon request and on a quarterly basis as set forth in the schedule below. When Grantee has expended 80% of the first one-third of disbursed funds, Grantee may request that the BSCC disburse the next one-third of the award. The BSCC shall remit the second one-third of the award within 45 days of grantees request provided the grantee has satisfied the terms and conditions of this grant agreement, Grantee has submitted the required documentation of expenditures, and the BSCC has approved the expenditures. When the Grantee has expended 80% of the total disbursed funds, Grantee may request that the BSCC disburse the final one-third of the award. The BSCC shall remit the final one-third of the award within 45 days of Grantee's request provided the Grantee has satisfied the terms and conditions of this grant agreement, Grantee has submitted the required documentation of expenditures, and the BSCC has approved the expenditures.

**Grant Cycle Quarterly Invoicing Periods**

1. July 1, 2020 to September 30, 2020
2. October 1, 2020 to December 31, 2020
3. January 1, 2021 to March 31, 2021
4. April 1, 2021 to June 30, 2021
5. July 1, 2021 to September 30, 2021
6. October 1, 2021 to December 31, 2021
7. January 1, 2022 to March 31, 2022
8. April 1, 2022 to June 30, 2022
9. July 1, 2022 to September 30, 2022
10. October 1, 2022 to December 31, 2022
11. January 1, 2023 to March 31, 2023
12. April 1, 2023 to June 30, 2023

**Due No Later Than:**

- November 16, 2020  
February 15, 2021  
May 17, 2021  
August 16, 2021  
November 15, 2021  
February 14, 2022  
May 16, 2022  
August 15, 2022  
November 14, 2022  
February 14, 2023  
May 15, 2023  
August 14, 2023

**Final Local Evaluation Report Invoicing Period**

13. July 1, 2023 to September 30, 2023

**Due No Later Than:**

- November 14, 2023

- B. If, at any time, the BSCC determines that the advance payment schedule set forth in Paragraph 1(A) is no longer appropriate for the administration of the grant

## **EXHIBIT B**

### **SAMPLE - BUDGET DETAIL AND PAYMENT PROVISIONS**

program, the BSCC may require Grantee to receive reimbursement in arrears upon 30-day notice to Grantee.

- C. All grant project expenditures and all obligated match contributions must be incurred by the end of the grant project cycle, June 30, 2023, and included on the final statement of expenditures due August 14, 2023. Project costs/match contributions incurred after June 30, 2023 will not be reimbursed/eligible for contribution.
- A. The Final Local Evaluation Report is due to the BSCC by September 30, 2023. Only those expenditures incurred solely for the completion of the Final Local Evaluation Report will be reimbursed during the Final Local Evaluation Report Invoicing Period (invoice 13). All fiscal supporting documentation for expenditures related to the Final Local Evaluation Report must be submitted to the BSCC by the due date of the final invoice due on November 14, 2023.
- B. An invoice is due to the BSCC even if grant funds are not expended during the reporting period. Supporting documentation must be submitted for expenditures upon BSCC's request. All supporting documentation must be maintained by the grantee on site and be readily available for review during BSCC site visits.
- C. Any unspent funds remaining at the end of the agreement term, including any interest earned, must be returned to the BSCC within 30 days of the end of the grant agreement.

## **2. GRANT AMOUNT AND LIMITATION**

- A. In no event shall the BSCC be obligated to pay any amount in excess of the grant award. Grantee waives any and all claims against the BSCC and the State of California on account of project costs that may exceed the sum of the grant award.
- B. Under no circumstance will a budget item change be authorized that would cause the project to exceed the amount of the grant award identified in this Grant Agreement.

## **3. BUDGET CONTINGENCY CLAUSE**

- A. This grant agreement is valid through Youth Reinvestment Grant Program funding generated from the General Fund. The Grantee agrees that the BSCC's obligation to pay any sum to the grantee under any provision of this agreement is contingent upon the availability of sufficient funding granted through the California Budget Act of 2018 (Senate Bill 840, Chapter 29, Statutes of 2018). It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Grant Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- B. If Youth Reinvestment Grant Program funding is reduced or falls below estimates contained within the Youth Reinvestment Grant Program Request for Proposals, the

## EXHIBIT B

### SAMPLE - BUDGET DETAIL AND PAYMENT PROVISIONS

BSCC shall have the option to either cancel this Grant Agreement with no liability occurring to the BSCC or offer an amendment to this agreement to the Grantee to reflect a reduced amount.

- C. If BSCC cancels the agreement pursuant to Paragraph 3(B) or Grantee does not agree to an amendment in accordance with the option provided by Paragraph 3(B), it is mutually agreed that the Grant Agreement shall have no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement except that Grantee shall be required to maintain all project records required by Paragraph 6 of Exhibit A for a period of three (3) years following the termination of this agreement.

#### 4. PROJECT COSTS

- A. The grantee agrees to comply with the BSCC Grant Administration Guide requirements as posted on the BSCC website (currently the BSCC Grant Administration Guide July 2016) including any updated version that may be posted during the term of the grant agreement. The BSCC will notify grantees whenever an updated version is posted. The BSCC Grant Administration Guide is available at <http://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2016.pdf>
- B. The provisions of the BSCC Grant Administration Guide are incorporated by reference into this agreement and Grantee shall be responsible for adhering to the requirements set forth therein. To the extent any of the provisions of the BSCC Grant Administration Guide and this agreement conflict, the language in this agreement shall prevail.
- C. Grantee is responsible for ensuring that statements of expenditures submitted to the BSCC document actual expenditures for eligible project costs.
- D. Grantee shall, upon demand, remit to the BSCC any grant funds not expended for eligible project costs or an amount equal to any grant funds expended by the Grantee in violation of the terms, provisions, conditions or commitments of this Grant Agreement.
- E. Grant funds must be used to support new program activities or to augment existing funds that expand current program activities. Grant funds shall not replace (supplant) any federal, state and/or local funds that have been appropriated for the same purpose. Violations can result in recoupment of monies provided under this grant or suspension of future program funding through BSCC grants.
- F. Grantee may not use any other BSCC grant funds or BSCC grant funded personnel or supplies to satisfy the match requirement of this grant program.



**EXHIBIT B**  
**SAMPLE - BUDGET DETAIL AND PAYMENT PROVISIONS**

**5. PROMPT PAYMENT CLAUSE**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**6. WITHHOLDING OF GRANT DISBURSEMENTS**

- B. The BSCC may withhold all or any portion of the grant funds provided by this Grant Agreement in the event the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement.
- C. The BSCC will not approve grantee expenditures for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently deemed ineligible, the BSCC may either withhold an equal amount from future payments to the Grantee or require repayment of an equal amount to the State by the Grantee.
- D. In the event that grant funds are withheld from the Grantee, the BSCC's Executive Director or designee shall notify the Grantee of the reasons for withholding and advise the Grantee of the time within which the Grantee may remedy the failure or violation leading to the withholding.

**7. PROJECT BUDGET**

Total Budget	Grant Funds	Match Funds	Total
1. Salaries and Benefits	\$0	\$0	\$0
2. Services and Supplies	\$0	\$0	\$0
3. Professional Services	\$0	\$0	\$0
4. Non-Governmental Organization (NGO) Subcontracts	\$0	\$0	\$0
5. Equipment/Fixed Assets	\$0	\$0	\$0
6. Data Collection	\$0	\$0	\$0
7. Project Evaluation	\$0	\$0	\$0
8. Other (Travel, Training, etc.)	\$0	\$0	\$0
9. Indirect Costs	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**EXHIBIT C**

**SAMPLE - GENERAL TERMS AND CONDITIONS (04/2017)**

1. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. **AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. **ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written agreement.
4. **AUDIT:** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §§10115 et seq., CCR Title 2, Section 1896).
5. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. **DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. **TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.
8. **INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
9. **RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication

**EXHIBIT C**

**SAMPLE - GENERAL TERMS AND CONDITIONS (04/2017)**

cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).

**10. NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §§12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §§11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

**11. CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

**12. TIMELINESS:** Time is of the essence in this Agreement.

**13. COMPENSATION:** The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

**14. GOVERNING LAW:** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.

**15. ANTITRUST CLAIMS:** The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

A. The Government Code Chapter on Antitrust claims contains the following definitions:

**EXHIBIT C**

**SAMPLE - GENERAL TERMS AND CONDITIONS (04/2017)**

- 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
  - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
- B. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.
- C. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
- D. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.
- 16. CHILD SUPPORT COMPLIANCE ACT:** For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:
- A. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
  - B. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
- 17. UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

**EXHIBIT C**

**SAMPLE - GENERAL TERMS AND CONDITIONS (04/2017)**

**18. PRIORITY HIRING CONSIDERATIONS:** If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

**19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:**

- A. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
- B. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

**20. LOSS LEADER:** If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344 (e).)

**EXHIBIT D**  
**SAMPLE - SPECIAL TERMS AND CONDITIONS**

**1. GRANTEE'S GENERAL RESPONSIBILITY**

- D. Grantee agrees to comply with all terms and conditions of this Grant Agreement. Review and approval by the BSCC is solely for the purpose of proper administration of grant funds and shall not be deemed to relieve or restrict the Grantee's responsibility.
- E. Grantee is responsible for the performance of all project activities identified in Attachment 1: 2019 YRG Program Request for Proposals and Attachment 2: 2019 YRG Application for Funding.
- F. Grantee shall immediately advise the BSCC of any significant problems or changes that arise during the course of the project.

**2. GRANTEE ASSURANCES AND COMMITMENTS**

- A. Compliance with Laws and Regulations  
This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California. Grantee shall at all times comply with all applicable State laws, rules and regulations, and all applicable local ordinances.
- B. Fulfillment of Assurances and Declarations  
Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in Attachment 1: 2019 YRG Program Request for Proposal and Attachment 2: 2019 YRG Application for Funding, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.
- C. Permits and Licenses  
Grantee agrees to procure all permits and licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of the project work.

**3. POTENTIAL SUBCONTRACTORS**

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between this Grant Agreement and Grantee's agreement with a subcontractor, the language of this Grant Agreement will prevail.
- B. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relation between the BSCC and any subcontractors, and no subcontract shall relieve the Grantee of his responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the BSCC for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from the BSCC's obligation to make payments to the Grantee. As a result, the BSCC shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

**EXHIBIT D**  
**SAMPLE - SPECIAL TERMS AND CONDITIONS**

- C. Grantee shall ensure that all subcontractors comply with the eligibility requirements stated in the 2019 Youth Reinvestment Grant Program RFP and described in Appendix B.
- D. Grantee assures that for any subcontract awarded by the Grantee, such insurance and fidelity bonds, as is customary and appropriate, will be obtained.
- E. Grantee agrees to place appropriate language in all subcontracts for work on the project requiring the Grantee's subcontractors to:

1) Books and Records

Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the subcontractor's work on the project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices, to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the final local evaluation report under the Grant Agreement, and shall be subject to examination and/or audit by the BSCC or designees, state government auditors or designees, or by federal government auditors or designees.

2) Access to Books and Records

Make such books, records, supporting documentations, and other evidence available to the BSCC or designee, the State Controller's Office, the Department of General Services, the Department of Finance, California State Auditor, and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the final grant project audit. The Subcontractor shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant-funded project.

**4. PROJECT ACCESS**

Grantee shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff and documents at all reasonable times during the grant period including those maintained by subcontractors. Access to program records will be made available by both the grantee and the subcontractors for a period of three (3) years following the end of the grant period.

**5. ACCOUNTING AND AUDIT REQUIREMENTS**

- A. Grantee agrees that accounting procedures for grant funds received pursuant to this Grant Agreement shall be in accordance with generally accepted government accounting principles and practices, and adequate supporting documentation shall be maintained in such detail as to provide an audit trail. Supporting documentation shall permit the tracing of transactions from such documents to relevant accounting records, financial reports and invoices.
- B. The BSCC reserves the right to call for a program or financial audit at any time between the execution of this Grant Agreement and three years following the end

**EXHIBIT D**  
**SAMPLE - SPECIAL TERMS AND CONDITIONS**

of the grant period. At any time, the BSCC may disallow all or part of the cost of the activity or action determined to not be in compliance with the terms and conditions of this Grant Agreement, or take other remedies legally available.

**6. DEBARMENT, FRAUD, THEFT OR EMBEZZLEMENT**

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to grantees that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

All Grantees must have on file with the BSCC a completed and signed Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Required as Appendix C of the original Proposal Package).

**7. MODIFICATIONS**

No change or modification in the project will be permitted without prior written approval from the BSCC. Changes may include modification to project scope, changes to performance measures, compliance with collection of data elements, and other significant changes in the budget or program components contained in the Application for Funding. Changes shall not be implemented by the project until authorized by the BSCC.

**8. TERMINATION**

A. This Grant Agreement may be terminated by the BSCC at any time after grant award and prior to completion of project upon action or inaction by the Grantee that constitutes a material and substantial breach of this Grant Agreement. Such action or inaction includes but is not limited to:

- 1) substantial alteration of the scope of the grant project without prior written approval of the BSCC;



**EXHIBIT D**  
**SAMPLE - SPECIAL TERMS AND CONDITIONS**

- 2) refusal or inability to complete the grant project in a manner consistent with Attachment 1: YRG Program Request for Proposals, Attachment 2: YRG Application for Funding, or approved modifications;
  - 3) failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement.
- B. Prior to terminating the Grant Agreement under this provision, the BSCC shall provide the Grantee at least 30 calendar days written notice stating the reasons for termination and effective date thereof. The Grantee may appeal the termination decision in accordance with the instructions listed in Exhibit D: Special Terms and Conditions, Number 9. Settlement of Disputes.

**9. SETTLEMENT OF DISPUTES**

- A. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Grantee shall submit to the BSCC Corrections Planning and Grant Programs Division Deputy Director a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this Grant Agreement. Grantee's written demand shall be fully supported by factual information. The BSCC Corrections Planning and Grant Programs Division Deputy Director shall have 30 days after receipt of Grantee's written demand invoking this Section "Disputes" to render a written decision. If a written decision is not rendered within 30 days after receipt of the Grantee's demand, it shall be deemed a decision adverse to the Grantee's contention. If the Grantee is not satisfied with the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the Grantee may appeal the decision, in writing, within 15 days of its issuance (or the expiration of the 30-day period in the event no decision is rendered), to the BSCC Executive Director, who shall have 45 days to render a final decision. If the Grantee does not appeal the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the decision shall be conclusive and binding regarding the dispute and the Contractor shall be barred from commencing an action in court, or with the Victims Compensation Government Claims Board, for failure to exhaust Grantee's administrative remedies.
- B. Pending the final resolution of any dispute arising under, related to or involving this Grant Agreement, Grantee agrees to diligently proceed with the performance of this Grant Agreement, including the providing of services in accordance with the Grant Agreement. Grantee's failure to diligently proceed in accordance with the State's instructions regarding this Grant Agreement shall be considered a material breach of this Grant Agreement.
- C. Any final decision of the State shall be expressly identified as such, shall be in writing, and shall be signed by the Executive Director, if an appeal was made. If the Executive Director fails to render a final decision within 45 days after receipt of the Grantee's appeal for a final decision, it shall be deemed a final decision adverse to the Grantee's contentions. The State's final decision shall be conclusive and binding regarding the dispute unless the Grantee commences an action in a court of competent jurisdiction to contest such decision within 90 days following

**EXHIBIT D**  
**SAMPLE - SPECIAL TERMS AND CONDITIONS**

the date of the final decision or one (1) year following the accrual of the cause of action, whichever is later.

- D. The dates of decision and appeal in this section may be modified by mutual consent, as applicable, excepting the time to commence an action in a court of competent jurisdiction.

**10. UNION ACTIVITIES**

For all agreements, except fixed price contracts of \$50,000 or less, the Grantee acknowledges that applicability of Government Code sections 16645 through 16649 to this Grant Agreement and agrees to the following:

- A. No State funds received under the Grant Agreement will be used to assist, promote or deter union organizing.
- B. Grantee will not, for any business conducted under the Grant Agreement, use any State property to hold meetings with employees or supervisors, if the purpose of such meetings is to assist, promote or deter union organizing, unless the State property is equally available to the general public for holding meetings.
- C. If Grantee incurs costs or makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no reimbursement from State funds has been sought for these costs, and that Grantee shall provide those records to the Attorney General upon request.

**11. WAIVER**

The parties hereto may waive any of their rights under this Grant Agreement unless such waiver is contrary to law, provided that any such waiver shall be in writing and signed by the party making such waiver.

**APPENDIX A**

**SAMPLE – 2019 YRG Program Executive Steering Committee Roster**

	<b>Name</b>	<b>Title</b>	<b>Organization</b>
1	David Steinhart (Chair)	Director & BSCC Board Member	Commonweal Juvenile Justice Program
2	Arthur Bowie	Retired	Sacramento County Public Defender's Office
3	Beverly Brook	Chaplain	Santa Cruz County Juvenile Detention Center
4	Michelle Scray Brown	Chief Probation Officer	San Bernardino County
5	Paul Espinosa	Captain	Los Angeles Police Department
6	Jane Halladay Goldman	Director, Service Systems Program	National Center for Child Traumatic Stress
7	Josh Green	Director of Criminal Justice Programs	Urban Peace Institute
8	Donna Groman	Judge	Los Angeles County Superior Court
9	Brooke Harris	Adjunct Professor & Supervising Clinical Attorney	Loyola Law School, Center for Juvenile Law & Policy
10	Gerry Lopez	Managing Deputy District Attorney	Riverside County District Attorney's Office, Crime Prevention Unit
11	Christina Maricic	California Youth Representative	Self-employed
12	Meghan Medlin	Owner/Consultant	Medlin Workforce & Reentry Solutions
13	Laura John Ridolfi	Policy Director	W. Haywood Burns Institute
14	Brook Smith	Associate Director	The Children's Initiative
15	Patricia Soung	Policy Director of Youth Justice	Children's Defense Fund – California
16	Paul Watson	President/CEO	The Global Action Research Center

## APPENDIX B

### SAMPLE - Criteria for Non-Governmental Organizations Receiving YRG Funds

The 2019 Youth Reinvestment Grant Program Request for Proposals (RFP) includes requirements that apply to non-governmental organizations that receive funds under this grant. All grantees are responsible for ensuring that any contracted third parties continually meet these requirements as a condition of receiving 2019 YRG funds. The RFP describes these requirements as follows:

All NGOs that receive 2019 YRG funds as direct grantees or as sub-grantees of a local governmental entity must have tax exempt status per Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code. In addition, any NGO that receives 2019 YRG Grant funds (as a grantee, a subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six months prior to the effective date of its fiscal agreement with the BSCC or with the YRG grantee. Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee-subcontractor fiscal agreement.
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship);
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address (an exception may be made for Indian Tribes).

Non-Governmental Organizations (NGOs) include: community-based organizations (CBOs), faith-based organizations (FBOs), nonprofit organizations/501(c)(3)s, evaluators (except government institutions such as universities), grant management companies and any other non-governmental agency or individual. Note: These criteria do not apply to government organizations (e.g. counties, cities, school districts, etc.).

In the table below, provide the name of the Grantee and list all contracted parties.

**Grantee:**

Name of Contracted Party	Address	Email / Phone	Meets All Requirements
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

## APPENDIX B

### SAMPLE - Criteria for Non-Governmental Organizations Receiving YRG Funds

Grantees are required to update this list and submit it to BSCC any time a new third-party contract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the 2019 YRG RFP. These records will be subject to the records and retention language found in Exhibits A and D of the Standard Agreement.

The BSCC will not reimburse for costs incurred by any third party that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

**A signature below is an assurance that all requirements listed above have been met.**

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (Blue Ink Only)  X			DATE

**APPENDIX I**  
**SAMPLE: 2019 Youth Reinvestment Grant Progress Report**

Grantee:	BSCC Grant Award Number:
Project Title:	Date:
Prepared by:	Phone:
Title:	Email:

Year 1 Reporting Quarters			
<input type="checkbox"/> Quarter 1 July 1-September 30, 2020 Due: November 16, 2020	<input type="checkbox"/> Quarter 2 October 1-December 31, 2020 Due: February 15, 2021	<input type="checkbox"/> Quarter 3 January 1-March 31, 2021 Due: May 17, 2021	<input type="checkbox"/> Quarter 4 April 1-June 30, 2021 Due: August 16, 2021

## SECTION 1: General Project Overview

Please provide an update on your efforts in administering your project during the reporting period.

### 1. Expenditure Status

Please report the status of your grant expenditure as of the end of the reporting quarter.

a. Youth Reinvestment Grant Award Amount	\$
b. Amount Invoiced-to-Date (Sum of Quarterly Invoices)	\$
c. Percent of Award Invoiced to Date (Amount above ÷ Award Amount)	%
d. In relation to the overall grant budget, are state Youth Reinvestment Grant funds being expended as planned and on schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If not, please explain why, and describe what expenditure plan(s) exist for the grant period.

## 2. Overall Progress & Accomplishments

Describe any significant progress or accomplishments made during this reporting period. For example: What progress has been made in terms of implementing, expanding, and/or improving your project? Has your project had any notable successes in terms reaching participant enrollment for the period, reaching other stated project goals, recognition from public officials and/or other jurisdictions/agencies, and/or receiving media coverage?

## 3. Overall Challenges

Describe any overall challenges/issues the project has encountered during the reporting period. Consider what may be affecting project effectiveness or may have the potential of affecting program outcomes and stated goals. Examples of areas where problems may exist are program administration, service delivery, rate of referrals, and participant enrollment or participation, county processes, among others. Describe the plan to resolve identified challenges.

## 4. Program Highlight

Please provide one brief program highlight from this reporting period. Your highlight may include a case study of a participating youth, notable staff accomplishments, successful community engagement, or another program milestone. Please note: Do not identify individual participants by name if providing a highlight involving a specific youth.

## SECTION 2: County Identified Goals & Objectives

Enter the stated grant goals and objectives identified in the grant proposal (these will be the same across your grant period). Please provide updates for each goal/objective listed related to the report period.

<b>GOAL 1:</b>
Objective 1a.
Objective 1b.
Objective 1c.
1. Describe progress towards the stated goal and objectives during the reporting period.
2. Describe any challenges towards the stated goal and objectives during the reporting period.
3. If applicable, what steps were implemented to address challenges?
<b>GOAL 2:</b>
Objective 1a.
Objective 1b.
Objective 1c.
1. Describe progress towards the stated goal and objectives during the reporting period.
4. Describe any challenges towards the stated goal and objectives during the reporting period.
5. If applicable, what steps were implemented to address challenges?



### County Identified Goals & Objectives (cont.)

<b>GOAL 3:</b>
Objective 1a.
Objective 1b.
Objective 1c.
1. Describe progress towards the stated goal and objectives during the reporting period.
6. Describe any challenges towards the stated goal and objectives during the reporting period.
7. If applicable, what steps were implemented to address challenges?

Attachment D-4

## SECTION 3: Statewide Evaluation Reporting

This section is for reporting out quarterly information that will inform the statewide YRG evaluation.

### 1. Project Inputs & Implementation

Please indicate the status of each of your project implementation activities below and provide a brief description (e.g., what types of partnerships does the project need to be successful?). Please mark “N/A” for any activity that does not apply to the project.

#### a. Partnerships. Formal relationships between agencies, schools, and/or community organizations to support program goals.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Not started	Planning	Working on it	Complete/Established	N/A	Briefly describe:

#### b. Staffing and/or Volunteers. Hiring/securing people for positions needed to complete programming.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Not started	Planning	Working on it	Complete/Established	N/A	Briefly describe:

#### c. Training. Training provided to staff, law enforcement, community members, etc. to support program goals.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Not started	Planning	Working on it	Complete/Established	N/A	Briefly describe:

#### d. Identification, Outreach, & Enrollment Process. Process for identifying, conducting outreach, and enrolling youth into program intervention.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Not started	Planning	Working on it	Complete/Established	N/A	Briefly describe:

#### e. Evidence-based Programming. Intervention based on strategies known to achieve positive youth outcomes.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Not started	Planning	Working on it	Complete/Established	N/A	Briefly describe:

#### f. Data Collection/Evaluation. Systematic and ongoing data collection to measure participation and evaluation measures.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Not started	Planning	Working on it	Complete/Established	N/A	Briefly describe:

#### g. Quality Assurance. Methods in place to ensure programs/services are being delivered as intended, and with fidelity to evidence-based model(s).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Not started	Planning	Working on it	Complete/Established	N/A	Briefly describe:

Not Started = Have not yet been able to focus on program activity  
Planning Phase = Have started preparations and plans to begin implementing activity  
N/A = Does not apply to your program in particular

Working on It = Implementation has begun, but may not be fully implemented and/or will need refinement  
Complete/Established = Program activity is fully in place/completed and supporting project goals

## 2. Description of Program Activities

In this section we ask you to identify the specific program type and general program activities that most closely align with your project. We also ask you to tell us how you define when a participant has successfully completed your program. Many projects will report this information once, though they will have the opportunity to update this information as necessary throughout the grant period.

<p><b>a. Program Type/Point of Entry</b> (Select all that apply)</p>	<div> <input type="checkbox"/> Pre-arrest Diversion         <input type="checkbox"/> Probation Diversion       </div> <div> <input type="checkbox"/> Community-Led Diversion         <input type="checkbox"/> Police Diversion       </div> <div> <input type="checkbox"/> Court Diversion         <input type="checkbox"/> Restorative Justice Diversion       </div> <div> <input type="checkbox"/> Community Assessment Diversion         <input type="checkbox"/> Service Referral Diversion       </div> <div> <input type="checkbox"/> Other (describe):       </div>
<p><b>b. Risk /Needs Assessments Used</b> Describe assessment(s) used for identifying a youth's level of risk and/or their needs</p>	<p>Do you formally assess the youth entering your program? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, describe assessment tool; If no, describe how youth needs are determined/placement process.</p>

**c. Youth Program Activities:**

Please select the activities that are elements of your program below (check all that apply)

- |                                                                      |                                                                   |
|----------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Ongoing assessment of risk/needs            | <input type="checkbox"/> Ongoing individual/family support        |
| <input type="checkbox"/> Referral/linkages to mental health services | <input type="checkbox"/> Referral/linkages to other services      |
| <input type="checkbox"/> Mentoring                                   | <input type="checkbox"/> Educational Support                      |
| <input type="checkbox"/> Vocational training/placement               | <input type="checkbox"/> Pro-social activities                    |
| <input type="checkbox"/> Group/individual counseling                 | <input type="checkbox"/> Facilitate restorative justice inquiries |
| <input type="checkbox"/> Establish mediations w/ victims             | <input type="checkbox"/> Support restitution/community service    |
| <input type="checkbox"/> Other (describe):                           | <input type="checkbox"/> Other (describe):                        |

d. How do you define “success” for youth in terms of these program activities?

Describe the measurable milestone of success for these activities, and/or a youth 'graduates' from the program. For example, a length of time or # of completed sessions participating in program activities. Note this definition will be your criteria for reporting those use who "successfully exited" the program.

--

### 3. Youth Participant Quarterly Totals.

Report the total number of youth entering, participating, and exiting your program during the reporting period.

#### a. YOUTH REFERRALS, CONTACTS, and ENROLLMENT

Record the number of youth first entering the program during the reporting period. Youth should only be recorded once, in the quarter they first enroll.

	Q1	Q2	Q3	Q4	Total
Total # of Youth that were:					
i. Referred to Program					
ii. Contacted by Program					
iii. Enrolled in Program					
Points of Entry (enrolled subtotal)					
Pre-arrest Diversion					
Probation Diversion					
Community-led Diversion					
Police Diversion					
Court Diversion					
Restorative Justice Diversion					
Community Diversion					
Service Referral Diversion					
Other:					

#### b. YOUTH PARTICIPATING

Record the total number of youth participating in each activity during the reporting period. The same youth may be reported across different activities and quarters.

	Q1	Q2	Q3	Q4
Ongoing assessment of risk/needs				
Ongoing individual/family support				
Referral/linkages to mental health services				
Referral/linkages to other services				
Mentoring				
Educational support				
Vocational training/placement				
Pro-social activities				
Group/individual counseling				
Facilitate restorative justice inquiries				
Establish mediations w/ victims				
Support restitution/community service				
Other (describe):				
Other (describe):				

### c. YOUTH EXITED

Record the number of youth exiting during the reporting period. Youth should only be recorded once, in the quarter they exit.

	Q1	Q2	Q3	Q4	Total
i. Total youth exited during quarter					
ii. Reasons for youth exit					
Successful Completion					
Dropped Out/Lost Contact					
Dis-enrolled					
Arrest/incarceration					
Other					
Did not collect					

## 4. Youth Demographics.

Record the demographics of youth entering and exiting the program during the reporting period. The total number of Youth Entering Program this Quarter in the demographic tables below should equal the total provided in 3aii above (Total # of Youth Enrolled in Program). Similarly, the total number of Youth Successfully Exiting this Quarter in the demographic tables below should equal 3cii above (Reason for youth exit: Successful Completion).

a. Age Groups	Youth Entering Program This Quarter	Youth Successfully Exiting This Quarter
12 years or younger		
13-17 years		
18-24 years		
25 years or older		
Unknown		
TOTAL		

b. Gender		
Female		
Male		
Non-binary/3rd Gender		
Prefer to Self-Define		
Prefer Not to State		
Unknown		
TOTAL		

<b>c. Race/Ethnicity</b>	<b>Youth Entering Program</b>	<b>Youth Successfully Exiting</b>
American Indian/Alaska Native		
Asian (Total)		
Chinese		
Japanese		
Filipino		
Korean		
Vietnamese		
Asian Indian		
Laotian		
Cambodian		
Other		
Black or African American		
Hispanic, Latino, or Spanish		
Middle Eastern/North African		
Native Hawaiian/Pacific Islander (Total)		
Native Hawaiian		
Guamanian		
Samoan		
Other		
White		
Other identified ethnic origin, ethnicity, or race		
Decline to state		
Multi-ethnic origin, ethnicity or race		
TOTAL		

The following demographic information is optional.	Youth Entering Program	Youth Successfully Exiting
<b>e. Employment</b>		
Full-time		
Part-time		
Unemployed		
Other:		
TOTAL		
<b>f. Housing Status</b>		
Living with parents		
Living independently		
Living with relatives		
Living in out-of-home care through Child Welfare or Probation		
Homeless		
Other:		
TOTAL		
<b>g. Assessed Risk Status*</b>		
Low		
Medium		
High		
Not Assessed		
TOTAL		

## 5. Youth Outcomes

Enter the total number of youth demonstrating positive outcomes. Note that individual youth should only be reported once (per row), during the entire grant. Consequently, grantees may choose to only report outcomes at the end of the grant year or when a youth exits the program. This allows for tracking of the total number of youth with positive outcomes. Youth may be reported in multiple outcomes (e.g., a youth may have successful case management outcomes, youth development outcomes, and employment outcomes.)

a. Short-Term Outcomes	Q1	Q2	Q3	Q4	Total
# at-risk youth in community participating in programs					
# of participants with successful case management outcomes					
# of participants with positive youth development outcomes					
# of participants with successful restorative justice outcomes					
Other:					
b. Intermediate Outcomes	Q1	Q2	Q3	Q4	Total
# of youth in active treatment for mental health or substance abuse					
# of families receiving services and/or housed					
# of youth employed and/or pursuing school					
# of youth without contact with the criminal justice system					
Other:					



**APPENDIX J**  
**SAMPLE: BSCC Comprehensive Monitoring Visit Tool**

Corrections Planning and Grant Programs Division  
**COMPREHENSIVE MONITORING VISIT (CMV) TOOL**  
**SAMPLE**

**Grantee:**

**Award Year:** 1 ☐ 2 ☐ 3 ☐ 4 ☐  
(as applicable)

**Grant Program:**

**Federal Funds:** ☐ **State Funds:** ☐

**Contract Number:**

**Grant Amount:**

**Project Title:**

**Project Director:**

**Financial Officer:**

**Project Director Phone:**

**Financial Officer Phone:**

**Project Director E-Mail:**

**Financial Officer E-mail:**

**Field Representative:**

**Date of Visit:**

**Persons Interviewed During the Monitoring (Name, Title, Agency):**

**Project Sites Visited (Name, Address):**

**Project Summary:**

## I. ADMINISTRATIVE REVIEW

---

### 1. Executed Agreement

The Grantee has a copy of the fully executed Standard Agreement in the official file (e-file is acceptable). Yes ☐ No ☐

### 2. BSCC Grant Administration Guide

The Grantee has a copy of the BSCC Grant Administration Guide readily available and staff know how to use it (e-file is acceptable). Yes ☐ No ☐

### 3. Organizational Chart

The Grantee has a current organizational chart for the department/unit/section responsible for programmatic oversight of the grant. Yes ☐ No ☐

### 4. Duty Statements

The Grantee maintains duty statements for grant-funded staff that list specific activities related to the grant. *Note: Standard job classifications usually are not acceptable, unless the position was created specifically for the grant.* Yes ☐ No ☐

### 5. Timesheets

5a. The Grantee maintains timesheets on all staff charged to the grant. *Note: Estimates and/or percentages are not acceptable.* Yes ☐ No ☐

5b. The Grantee maintains functional timesheets or conducts time studies for split-funded positions. *Note: Estimates and/or percentages are not acceptable.* Yes ☐  
No ☐ N/A ☐

### 6. Staff Positions

All authorized positions are filled and performing grant-related duties.

Yes ☐ No ☐

***If no, list all unfilled positions and explanations for vacancies in the Administrative Review Comments section.***

### 7. Anticipated Changes

Are there any anticipated changes to staff or the project?

Yes ☐ No ☐

***If yes, explain in the Administrative Review Comments section.***

### 8. Subcontracts

8a. Does this grant provide for subcontracted services?

Yes ☐ No ☐

***If yes, list subcontracts awarded in the Administrative Review Comments section.***

8b. Copies of the subcontract awards are contained within the official project file.

Yes ☐ No ☐ N/A ☐

8c. Subcontracts contain the required language from the BSCC contract (e.g., access to program and fiscal records, access to facility, access to program participants, Non-Discrimination clause, Civil Rights compliance). Yes ☐ No ☐ N/A ☐

8d. Subcontracts appear to be in compliance with conflict of interest laws that prohibit individuals or organizations that participated on the Executive Steering Committee for this grant. Yes ☐ No ☐ N/A ☐

## 9. Budget Modifications

9a. Copies of project budget modifications are maintained in the official file. Yes ☐ No ☐ N/A ☐

9b. Were there any substantial modifications made that were not approved by the BSCC? Yes ☐ No ☐

*If yes, explain in the Administrative Review Comments section.*

## 10. Fidelity Bond

The Grantee maintains a Fidelity Bond (applicable for non-governmental entities only). Yes ☐ No ☐ N/A ☐

---

**Field Representative Comments for Administrative Review Section:**  
*Number comments to correspond to the Administrative Review items.*

## II. CIVIL RIGHTS REVIEW

*(for all federal grants; as applicable to state-funded programs)*

### 1. Equal Employment Opportunity Plan

1a. The Grantee has an Equal Employment Opportunity Plan (EEOP) on file for review. Yes ☐ No ☐

1b. If yes, on what date did the Grantee prepare the EEOP?

### 2. EEOP Short Form

2a. If applicable: has the Grantee submitted an EEOP Short Form to the Office for Civil Rights (OCR), U.S. Department of Justice (DOJ) (i.e., 50 or more employees and \$750,000 or more in federal funds)? Yes ☐ No ☐ N/A ☐

2b. If yes, on what date did the Grantee submit the EEOP Short Form?

### 3. Notification to Program Participants

How does the Grantee notify program participants and beneficiaries that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services (e.g., posters, inclusion in program brochures, program materials, etc.)? ***Explain in Civil Rights Review Comments section.***

### 4. Notification to Employees

How does the Grantee notify employees that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services (e.g., posters, dissemination of relevant orders or policies, recruitment materials, etc.)?

***Explain in Civil Rights Review Comments section.***

### 5. Complaints

There are written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the grantee with the BSCC or the OCR.

Yes ☐ No ☐ N/A ☐

### 6. Discrimination on the Basis of Disability

If the Grantee has 50 or more employees and receives DOJ funding of \$25,000 or more, has the grantee:

6a. Adopted grievance procedures (for both employees and program participants) that incorporate due process standards and provide for prompt and equitable resolution of complaints alleging a violation of the DOJ regulations which prohibit discrimination on the basis of a disability in employment practices and the delivery of services?

Yes ☐ No ☐ N/A ☐

6b. Designated a person to coordinate compliance with prohibitions against disability discrimination?

Yes ☐ No ☐ N/A ☐

6c. Notified participants, beneficiaries, employees, applicants, and others that the grantee does not discriminate on the basis of disability?

Yes ☐ No ☐ N/A ☐

### 7. Discrimination on the Basis of Sex

If the Grantee operates an education program or activity, have they taken the following actions?

7a. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations which prohibit discrimination on the basis of sex?

Yes ☐ No ☐ N/A ☐

7b. Designated a person to coordinate compliance with the prohibitions against sex discrimination?

Yes ☐ No ☐ N/A ☐

7c. Notified applicants for admission and employment, employees, students, parents, and others that the grantee does not discriminate on the basis of sex in its educational programs or activities? Yes ☐ No ☐ N/A ☐

## 8. Findings

The Grantee has complied with the requirement to submit to the OCR any findings of discrimination against the grantee issued by a federal or state court, or federal or state administering agency, on the grounds of race, color, religion, national origin, or sex.

Yes ☐ No ☐ N/A ☐

## 9. Limited English Proficiency

What steps have been taken to provide meaningful access to its programs and activities to person who have limited English proficiency (LEP)? Include whether the grantee has developed a written policy on providing language access services to LEP persons.

## 10. Training

Training is conducted for the Grantee's employees on the requirements under federal civil rights laws.

Yes ☐ No ☐ N/A ☐

## 11. Religious Activities

If the grantee conducts religious activities as part of its program or services, do they:

11a. Provide services to everyone regardless of religion or religious belief?

Yes ☐ No ☐ N/A ☐

11b. Ensure it does not use federal funds to conduct inherently religious activities (such as prayer, religious instruction, or attempt to convert participants to another religion) and that such activities are kept separate in time or place from federally-funded activities?

Yes ☐ No ☐ N/A ☐

11c. Ensure participation in religious activities is voluntary for beneficiaries of federally-funded programs?

Yes ☐ No ☐ N/A ☐

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**Field Representative Comments for Civil Rights Review Section:**  
***Number comments to correspond to the Civil Rights Review items.***

## III. FISCAL REVIEW

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### 1. Budget File

The Grantee maintains an official budget file for the project.

Yes ☐ No ☐

## **2. Fiscal Policies and Procedures**

2a. The Grantee maintains written procedures for the fiscal policies related to the grant and they are accessible by grants management staff. **Yes** ☐ **No** ☐

2b. The Grantee can explain its agency's claims, payments and reimbursement processes as they relate to this grant (i.e., agency checks and balances). **Yes** ☐ **No** ☐

## **3. Invoices**

3a. Financial invoices are current and spending is on track. **Yes** ☐ **No** ☐

3b. Copies of the BSCC invoices for reimbursement are within the official file. **Yes** ☐ **No** ☐

3c. The fiscal/accounting records reviewed during the visit contained adequate supporting documentation for all claims on invoices, including match. **Yes** ☐ **No** ☐

3d. Salaries and benefits can be easily tied back to reimbursement invoices. **Yes** ☐ **No** ☐

3e. The Grantee maintains supporting documentation or a calculation methodology for indirect costs or overhead claimed (e.g., an approved Indirect Cost Rate Proposal). **Yes** ☐ **No** ☐ **N/A** ☐

3f. Expenditures appear to meet contract eligibility, as defined in the BSCC Grant Administration Guide. **Yes** ☐ **No** ☐

## **4. Tracking**

4a. BSCC contract funds are deposited into separate fund accounts or coded to distinguish grant funds from other fund sources. **Yes** ☐ **No** ☐

4b. The Grantee maintains a tracking system for purchases, including receipts and disbursements, related to the grant program. **Yes** ☐ **No** ☐

4c. Tracking reports are reviewed by management and/or program staff. **Yes** ☐ **No** ☐

4d. The Grantee can provide general ledgers documenting the entries for receipts and disbursements. **Yes** ☐ **No** ☐

## **5. Equipment/Fixed Assets**

5a. Did the Grantee purchase or lease equipment/fixed assets with grant funds? **Yes** ☐ **No** ☐

5b. The Grantee received prior approval from BSCC for purchases of equipment and/or fixed assets that were more than \$3,500 per item. **Yes** ☐ **No** ☐ **N/A** ☐

5c. The equipment/fixed assets were listed in the budget or in a Budget Modification.  
Yes ☐ No ☐ N/A ☐

5d. The Grantee maintains an inventory list of equipment/fixed assets purchased with grant funds.  
Yes ☐ No ☐ N/A ☐

5e. The Grantee maintains proof of receipt of equipment/fixed assets.  
Yes ☐ No ☐ N/A ☐

**6. Supplanting**

The Grantee can verify that expenditures submitted for grant reimbursement (including salaries and benefits) are not also claimed/reimbursed under another separate agreement or funding stream (supplanting). Yes ☐ No ☐

**7. Match**

7a. The Grantee is in compliance with the match requirement.  
Yes ☐ No ☐ N/A ☐

7b. If the Grantee is currently under-matched, is there a plan to meet the contractually obligated match amount?

**8. Project Income**

Does the Grantee generate income from grant funds (e.g., fundraisers, registration fees, etc.)? Yes ☐ No ☐ N/A ☐

**9. Subcontracts**

9a. Does the Grantee require subcontract agencies to submit source documentation with their billing invoice? Yes ☐ No ☐ N/A ☐

9b. What type of documentation detail does the agency keep for subcontractor service delivery billing (to include list of positions funded, documented staff hours, list of services delivered, client sign-in logs, time/duration of services, other invoice detail, etc.)?

***Describe in the Fiscal Review Comments section.***

9c. Is the source documentation sufficient to justify charges? Yes ☐ No ☐ N/A ☐

9d. Does the Grantee conduct desk audits of subcontract agencies?  
Yes ☐ No ☐ N/A ☐

9e. Does the Grantee conduct site visits to subcontract agencies?  
Yes ☐ No ☐ N/A ☐

**10. Audits**

10a. What type of audit report will the project submit?

**Single City/County Audit Report** ☐

**Program Specific Audit** ☐

**Other** ☐

10b. The Grantee has audit reports covering the agency's internal control structure within the last two years. Yes ☐ No ☐

---

**Field Representative Comments for Fiscal Review Section:**  
***Number comments to correspond to Fiscal Review items.***

#### **IV. PROGRAM REVIEW**

*Note: Some of the information collected in this section will be used to foster discussion and assist with technical assistance, not necessarily to determine compliance.*

##### **1. Governing Body**

1a. Does the grant require formation of some type of governing body (steering committee, coordinating council, etc.) to guide grant activities?

Yes ☐ No ☐ N/A ☐

1b. If so, has this body been formed and is it meeting as required?

Yes ☐ No ☐ N/A ☐

1c. Are all of the required members participating?

Yes ☐ No ☐ N/A ☐

##### **2. Evidence-Based Interventions**

2a. List all interventions being used by the grantee.

***List in the Program Review Comments section.***

2b. Which interventions do the grantee identify as "evidence-based?" Why? Based on what information? ***Explain in the Program Review Comments section.***

2c. Does the Grantee have a quality assurance or fidelity monitoring process in place to ensure that interventions are implemented as intended? Yes ☐ No ☐

##### **3. Assessments**

3a. If providing direct services, how are participants assessed for risk, need and responsiveness? ***Explain in the Program Review Comments section.***

3b. How is that information used? ***Explain in the Program Review Comments section.***

##### **4. Staff Training**

4a. Do all project staff receive an orientation and/or training pertinent to the grant project? Yes ☐ No ☐

4b. Are there opportunities for ongoing training for staff affiliated with the grant?



- Yes ☐ No ☐
- 5. Policies & Procedures**
- 5a. Did the Grantee develop a written Policies & Procedures Manual or Program Manual specific to the grant project? Yes ☐ No ☐
- 5b. Are they accessible to staff? Yes ☐ No ☐
- 6. Case Management/Tracking**
- 6a. Does the Grantee maintain an automated or web-based case management and/or data collection system to track clients served by the grant? Yes ☐ No ☐ N/A ☐
- 6b. If not, how are services and/or clients tracked?  
*Explain in the Program Review Comments section.*
- 7. Source Documentation**
- The Grantee maintains appropriate source documentation (e.g., case records, case files, sign-in sheets, etc.) for the clients served. Yes ☐ No ☐ N/A ☐
- 8. Progress Reports**
- 8a. Progress Reports are current. Yes ☐ No ☐
- 8b. Program records reviewed at the site visit provided sufficient detail to support information reported in Progress Reports. Yes ☐ No ☐
- If no, explain in the Program Review Comments section.*
- 9. Problems**
- The Grantee has experienced operational or service delivery problems.  
*If yes, explain in the Program Review Comments section.* Yes ☐ No ☐
- 10. Sustainability**
- Does the grantee have a sustainability plan to continue service delivery after grant funds expire? Yes ☐ No ☐
- Describe in the Program Review Comments section.*
- 11. Other Requirements Reviewed**
- Per this site visit review, programmatic requirements specific to this grant program are being met. Yes ☐ No ☐

---

**Field Representative Comments for the Program Review Section:**  
*Number comments to correspond to Program Review items.*

## V. DATA COLLECTION AND EVALUATION

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### 1. Evaluator

Does the Grantee subcontract for its data collection and evaluation services?

Yes ☐ No ☐ N/A ☐

*If yes, list name of organization and describe the relationship in the Data Collection and Evaluation Comments section.*

### 2. Evaluation Plan

Is the Grantee on track with the activities and milestones described in its Evaluation Plan?

Yes ☐ No ☐ N/A ☐

### 3. Preliminary Evidence

3a. Do the data collection efforts show any preliminary evidence that could impact the project?

Yes ☐ No ☐ N/A ☐

3b. Has the Grantee used this information to make improvements or changes to the project?

Yes ☐ No ☐ N/A ☐

---

**Field Representative Comments for Data Collection and Evaluation Section:**  
*Number comments to correspond to Data Collection and Evaluation Review items.*

## VI. MONITORING SUMMARY

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### 1. Outcome of Visit

1a. Does the project generally meet BSCC grant requirements? Yes ☐ No ☐

1b. If no, will a Compliance Improvement Plan be submitted? Yes ☐ No ☐

1c. Describe here:

### 2. Technical Assistance

2a. Does the Grantee have any technical assistance needs? Yes ☐ No ☐

2b. Describe here:

## APPENDIX K

### Evidence-Based Resources

The websites provided below may be useful to applicants in the proposal development process. This list is not exhaustive and it is offered as a suggested starting point for applicants to use in researching evidence-based programs, practices, and strategies.

Blueprints for Violence Prevention

<http://www.colorado.edu/cspv/blueprints/index.html>

Board of State and Community Corrections

[http://www.bscc.ca.gov/s\\_web-basedresourcesonevidence-basedpractices/](http://www.bscc.ca.gov/s_web-basedresourcesonevidence-basedpractices/)

California Institute of Behavioral Health Solutions

<http://www.cibhs.org/evidence-based-practices-0>

Coalition for Evidence-Based Policy

<http://evidencebasedprograms.org/>

CrimeSolutions.gov

<http://www.crimesolutions.gov/>

Evaluating Drug Control and System Improvement Projects

Guidelines for Project Supported by the Bureau of Justice Assistance

<https://www.bja.gov/evaluation/guide/documents/nijguide.html>

Justice Research and Statistic Association

<http://www.jrsa.org/>

National Child Traumatic Stress Network

<https://www.NCTSN.Org>

National Criminal Justice Reference Service (NCJRS)

“Preventing and Reducing Youth Crime and Violence: Using Evidence-Based Practice.”

A report prepared by Peter Greenwood, Ph.D., for the California Governor’s Office of Gang and Youth Violence Policy, 2010.

<https://www.ncjrs.gov/App/Publications/abstract.aspx?ID=255934>

National Institute of Corrections

<http://nicic.gov/Library/>

National Reentry Resource Center

<http://nationalreentryresourcecenter.org/>

Office of Justice Programs – Crime Solutions.gov

<http://www.CrimeSolutions.gov>

Office of Juvenile Justice and Delinquency Prevention Model Program Guide  
<http://www.ojjdp.gov/mpg/>

Promising Practices Network  
<http://www.promisingpractices.net/>

Reducing Recidivism to Increase Public Safety: A Cooperative Effort by Courts and Probation Hon, J. Richard Couzens, Placer County Superior Court (Ret.)  
<http://www.courts.ca.gov/documents/EVIDENCE-BASED-PRACTICES-Summary-6-27-11.pdf>

Substance Abuse and Mental Health Services Administration  
[www.samhsa.gov/ebpwebguide](http://www.samhsa.gov/ebpwebguide)

The National Documentation Centre on Drug Use  
<http://www.drugsandalcohol.ie/3820/>

Washington State Institute for Public Policy  
<http://www.wsipp.wa.gov/>

Attachment D-4

# 2019 Youth Reinvestment Grant

## PROPOSAL PACKAGE COVER SHEET

**Submitted by:**

<INSERT NAME OF APPLICANT>

**Date submitted:**

<INSERT DATE>

## 2019 Youth Reinvestment Grant Program Proposal Checklist

A complete proposal package for funding under the 2019 Youth Reinvestment Grant must contain the following (to be submitted in the order listed):

	Required Items:	✓
1	Cover Sheet (previous page)	
2	2019 Youth Reinvestment Grant Program Proposal Checklist <ul style="list-style-type: none"> <li>Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
3	Applicant Information Form <ul style="list-style-type: none"> <li>Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
4	Proposal Abstract <ul style="list-style-type: none"> <li>1 page only</li> </ul>	
5	Proposal Narrative <ul style="list-style-type: none"> <li>10 pages or less</li> </ul>	
6	Budget Attachment (Budget Table & Narrative) <ul style="list-style-type: none"> <li>Use <b>Excel</b> document provided</li> </ul>	
7	Project Work Plan <ul style="list-style-type: none"> <li>1-2 pages using the template provided</li> </ul>	
8	<b>Nonprofit applicants</b> , provide evidence of signing authority (e.g., articles of incorporation, bylaws, or board resolution conferring authority to the signatory)	
9	<b>Nonprofit applicants</b> , provide proof of nonprofit business registration and good standing with the Secretary of State for the last six months.	
10	Criteria for Non-Governmental Organizations Receiving Youth Reinvestment Grant Funds (Appendix B) <ul style="list-style-type: none"> <li>Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
11	Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix C) <ul style="list-style-type: none"> <li>Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
	<b>Optional:</b>	
12	Governing Board Resolution (Appendix D) <i>Note: The Governing Board Resolution is due prior to contract execution, but is <u>not</u> required at the time of proposal submission.</i>	
13	Letter(s) of Commitment	

**I have reviewed this checklist and verified that all required items are included in this proposal packet.**

**X**

\_\_\_\_\_  
Applicant Authorized Signature (see Applicant Information Form, Part O, next page)

**\*\*\*ATTACHMENTS OTHER THAN THOSE LISTED ABOVE OR MORE THAN THE ALLOWED PAGE LIMIT WILL NOT BE CONSIDERED\*\*\***

## Applicant Information Form: Instructions

- A. **Applicant:** Complete the required information for the local governmental entity or nonprofit organization submitting the proposal. Indicate applicant type.
- B. **Tax Identification Number:** Provide the tax identification number of the Applicant.
- C. **Location of Services:** Identify the geographical area where the 2019 Youth Reinvestment Grant will provide funded services and interventions.
- D. **Project Title:** Provide the title of the proposed project.
- E. **Project Summary:** Provide a summary (100-150 words) of the proposed project. Note: this information may be posted to the BSCC's website for informational purposes.
- F. **Grant Funds Requested:** Enter the total amount of grant funds you are requesting.
- G. **Local Government Applicants ONLY – NGO Pass Through:** Local government applicants must enter the amount of "Grant Funds Requested" (item F above) that will be passed through to one or more NGO partners. Also enter the percentage of total grant funds that will be passed through.
- H. **Type of Diversion Project to be Implemented:** Identify the type of diversion program you propose to implement, checking as many boxes as are applicable.
- I. **Other Components of your Diversion Project:** Indicate which additional service components your proposal includes.
- J. **Request for Reduction in Match Requirement:** If your project is in a high need area with little or no existing diversion infrastructure, use this section to request a reduced match requirement.
- K. **Project Director:** Provide the name, title, and contact information for the individual responsible for oversight and management of the proposed project. This person must be an employee of the Applicant agency.
- L. **Financial Officer:** Provide the name, title, and contact information for the individual responsible for fiscal oversight and management of the project. Typically, this is the individual that will certify and submit invoices. This person must be an employee of the Applicant agency.
- M. **Day-to-Day Project Contact:** Provide the name, title, and contact information for the individual who serves as the primary contact person for the grant. Typically, this individual has day-to-day oversight for the project.
- N. **Day-to-Day Fiscal Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for fiscal matters related to the grant. This may be the individual who prepares the invoices for approval by the Financial Officer.
- O. **Authorized Signature:** Complete the required information for the person authorized to sign for the Applicant. This individual must read the assurances under this section, then sign and date in the appropriate fields.

## 2019 Youth Reinvestment Grant Program Applicant Information Form

<b>A. APPLICANT:</b>		<b>B. TAX IDENTIFICATION NUMBER:</b>	
NAME OF APPLICANT		TAX IDENTIFICATION #	
STREET ADDRESS	CITY	STATE	ZIP CODE
MAILING ADDRESS (if different)	CITY	STATE	ZIP CODE
APPLICANT TYPE: <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Local Governmental Entity			
<b>C. LOCATION OF SERVICES:</b>			
<b>D. PROJECT TITLE:</b>			
<b>E. PROJECT SUMMARY (100-150 words):</b>		<b>F. GRANT FUNDS REQUESTED:</b>	\$
<b>G. LOCAL GOVERNMENT APPLICANTS ONLY – NGO PASS THROUGH:</b>		\$	%
<b>H. TYPE OF DIVERSION PROJECT TO BE IMPLEMENTED (Check all that apply)</b>			
<input type="checkbox"/> Pre-Arrest Diversion <input type="checkbox"/> Community-Led Diversion <input type="checkbox"/> Restorative Justice Diversion Model <input type="checkbox"/> Probation Diversion <input type="checkbox"/> Police Diversion Model <input type="checkbox"/> Service Referral Diversion Model <input type="checkbox"/> Court Diversion <input type="checkbox"/> Community Assessment Diversion Model <input type="checkbox"/> Other: <enter here>			
<b>I. OTHER COMPONENTS OF YOUR DIVERSION PROJECT: (Check all that apply)</b>			
<input type="checkbox"/> Academic or Vocational Education <input type="checkbox"/> Mental Health <input type="checkbox"/> Behavioral Health <input type="checkbox"/> Mentoring			

<b>J. REQUEST FOR REDUCTION IN MATCH REQUIREMENT</b>
<p>The 2019 Youth Reinvestment Grant requires that applicants provide a 25 percent match. An applicant may provide less than a 25 percent match but no less than a ten percent match if the applicant identifies its service area as high need with low or no local infrastructure for diversion programming. Please check the box below to self-identify as qualifying for a reduction in match from 25 percent to 10 percent.</p> <p><input type="checkbox"/> Applicant requests a reduction in match because of high need and low or no local infrastructure for diversion programming. (Examples include, but are not limited to, lack of funding for diversion services, inability to hire or train staff, lack of cross-departmental agency support, insufficient support services in community, etc.)</p>



<b>K. PROJECT DIRECTOR:</b>				
NAME		TITLE		TELEPHONE NUMBER
STREET ADDRESS			CITY	
STATE		ZIP CODE	EMAIL ADDRESS	
<b>L. FINANCIAL OFFICER:</b>				
NAME		TITLE		TELEPHONE NUMBER
STREET ADDRESS			CITY	
STATE		ZIP CODE	EMAIL ADDRESS	
PAYMENT MAILING ADDRESS (if different)		CITY	STATE	ZIP CODE
<b>M. DAY-TO-DAY PROGRAM CONTACT:</b>				
NAME		TITLE		TELEPHONE NUMBER
STREET ADDRESS			CITY	
STATE		ZIP CODE	EMAIL ADDRESS	
<b>N. DAY-TO-DAY FISCAL CONTACT:</b>				
NAME		TITLE		TELEPHONE NUMBER
STREET ADDRESS			CITY	
STATE		ZIP CODE	EMAIL ADDRESS	
<b>O. AUTHORIZED SIGNATURE*:</b>				
By signing this application, I hereby certify I am vested by the Applicant with the authority to enter into contract with the BSCC, and the grantee and any subcontractors will abide by the laws, policies, and procedures governing this funding.				
NAME OF AUTHORIZED OFFICER		TITLE		TELEPHONE NUMBER
STREET ADDRESS		CITY	STATE	ZIP CODE
EMAIL ADDRESS				
SIGNATURE				DATE

\* *Authorized Signature: Must be a representative with the authority to sign documents and obligate the applicant.*

## Sample Narrative Format for 2019 YRG Proposals

### Proposal Abstract

This section may not exceed one (1) page.

### Proposal Narrative

**1. Project Need (Percent of Total Value: 35%)**

**2. Project Description (Percent of Total Value: 35%)**

**3. Organizational Capacity & Coordination (Percent of Total Value: 15%)**

**4. Data Collection/Evaluation (Percent of Total Value: 5%)**

**5. Project Budget (Percent of Total Value: 10%)**

To access the Budget Attachment, [click here](#).

### Request for Proposals Additional Documents

This section may only include Letter(s) of Commitment

## 2019 Youth Reinvestment Grant Project Work Plan

Applicants for Youth Reinvestment Grant funds must complete a 1 to 2-page Project Work Plan. This Project Work Plan identifies measurable goals and objectives, activities and services, responsible parties, and timelines. Completed plans should (1) identify the project's top three goals and objectives; (2) identify how the top three goals will be achieved in terms of the activities, responsible staff/partners, and start/end dates; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. To build the 2019 Youth Reinvestment Project Work Plan, please use the form provided below. This form does NOT count toward the 10-page limit for the Proposal Narrative.

<b>(1) Goal:</b>			
Objectives (A., B., etc.)			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
<b>(2) Goal:</b>			
Objectives (A., B., etc.)			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
<b>(3) Goal:</b>			
Objectives (A., B., etc.)			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date

# Attachment D-5

Youth Reinvestment Grant - Applicants				
Applicant	Location of Services	Gov't/CBO	Project Size	Grant Funds
Access To Optimal Leadership (ATOL) Foundation	Riverside County, San Bernardino County, Los Angeles County	CBO	Medium	\$836,283
Alma Family Services	El Monte	CBO	Large	\$1,260,000
Anti-Recidivism Coalition	Los Angeles County, Yolo County, Sacramento County	CBO	Large	\$1,891,097
Asian American Recovery Services	San Mateo County	CBO	Small	\$317,427
Asian Youth Center	Antelope Valley	CBO	Medium	\$1,200,000
Beyond Emancipation	Alameda County	CBO	Medium	\$1,149,068
Bourne Family Services	City of Pasadena	CBO	Medium	\$1,200,000
Boys & Girls Clubs of the Central Coast	Northern Santa Barbara and San Luis Obispo Counties	CBO	Small	\$562,476
Boys & Girls Clubs of the West Valley	Los Angeles County - Western San Fernando Valley	CBO	Small	\$562,692
Boys & Girls Clubs of Tracy	Tracy	CBO	Small	\$600,000
California Conference for Equality and Justice (CCEJ)	Los Angeles County	CBO	Medium	\$1,004,709
California Police Activities League	Southern, Central and Northern California	CBO	Medium	\$1,026,048
Centinela Youth Services, Inc	Los Angeles County	CBO	Large	\$1,999,765
Centro CHA Inc	City of Long Beach	CBO	Medium	\$1,000,000
Champions in Service	Pacoima, and North Hills	CBO	Medium	\$1,198,644
Children's Institute, Inc	Watts and the surrounding communities (LA)	CBO	Large	\$2,000,000
City of Santa Rosa	Greater Santa Rosa and Sonoma County	Gov't	Large	\$2,000,000
Clay Counseling Foundation	San Bernardino	CBO	Medium	\$1,191,000
Coalition for Responsible Community Development	Los Angeles	CBO	Large	\$1,608,913
Community Action Board of Santa Cruz County, Inc	Watsonville	CBO	Medium	\$1,200,000
Community Build	Los Angeles	CBO	Large	\$2,000,000
Community Development Technologies Center	South-Central Los Angeles	CBO	Medium	\$750,000
Community Options for Families and Youth	East Contra Costa County	CBO	Large	\$1,999,229
Community Works West	Alameda and San Francisco County	CBO	Large	\$1,923,469

## Attachment D-5

Conflict Resolution Institute	Ventura County	CBO	Medium	\$1,002,644
Creative Build Inc	Compton (LA County) and Oakland (Alameda County)	CBO	Small	\$599,655
DRAGG	Oxnard	CBO	Small	\$467,829
EntreNous	Compton and Beverly Hills	CBO	Medium	\$1,172,532
Family Health & Support Network	Palm Springs	CBO	Large	\$1,412,862
Fathers & Families of San Joaquin	Stockton	CBO	Large	\$1,583,743
Five Keys Schools and Programs	Los Angeles	CBO	Small	\$599,808
Flintridge Center	Northwest Pasadena (LA)	CBO	Medium	\$1,081,042
Fresh Lifelines for Youth	San Mateo and Alameda counties	CBO	Medium	\$1,050,566
Fresno Barrios Unidos	Fresno	CBO	Medium	\$1,200,000
Friends Outside	Stockton	CBO	Medium	\$1,094,446
Gardena Police Department	Gardena	Gov't	Small	\$73,400
H.O.P.E HELPING OTHER PEOPLE EXCEL	Southeast Los Angeles	CBO	Medium	\$900,000
Health Education Council	Sacramento County	CBO	Medium	\$750,000
Hollenbeck Police Activities League	Boyle Heights	CBO	Medium	\$1,143,284
Homeboy Industries	Los Angeles	CBO	Medium	\$998,500
Huckleberry Youth Programs	San Francisco	CBO	Medium	\$804,284
Imperial County Office of Education	El Centro, Brawley and Calexico	Gov't	Large	\$1,891,136
Interface Children & Family Services	Oxnard	CBO	Medium	\$1,143,391
Kids In Konflict	Riverside	CBO	Large	\$1,989,788
La Familia Counseling Center, Inc.	South Sacramento and all of Sacramento County	CBO	Medium	\$690,000
LA Promise Fund	South Los Angeles	CBO	Medium	\$1,200,000
LA Unified School District	Los Angeles	Gov't	Large	\$2,000,000
LA Wellness Station	Los Angeles	CBO	Small	\$349,866
Laura's House	Orange County	CBO	Medium	\$846,651
Legacy LA Youth Development Corporation	Boyle Heights, Lincoln Heights and El Sereno (LA City)	CBO	Medium	\$905,584

## Attachment D-5

Life Lifters	Moreno Valley, Hemet and Rialto	CBO	Medium	\$950,345
Lincoln	Oakland	CBO	Medium	\$958,922
Lively Stones Agency for Change	Contra Costa	CBO	Small	\$545,400
Living Advantage, Inc	Riverside Unified School Districts (Hollywood)	CBO	Small	\$599,796
Los Angeles Brotherhood Crusade, Black United Fund, Inc.	South Los Angeles and Pomona	CBO	Medium	\$1,200,000
MBS Youth <sup>2</sup>	Rancho Cucamonga and San Bernardino	CBO	Small	\$522,000
Metro Community Ministries/Access To Optimal Leadership (ATOL) Foundation/	El Cajon	CBO	Large	\$1,455,336
Midtown Family Services	San Jose	CBO	Medium	\$1,140,824
More Than An Athlete	Compton	CBO	Small	\$598,540
My City Youth Diversion Program	Hemet	CBO	Large	\$2,000,000
Nati's House	Santa Ana	CBO	Medium	\$900,120
NDICA	Los Angeles	CBO	Large	\$1,998,464
New Bridge Foundation, Inc	Northern Alameda County	CBO	Medium	\$1,200,000
North County Lifeline, Inc	North San Diego County	CBO	Medium	\$1,030,518
On The Move	Napa	CBO	Small	\$575,495
Outward Bound Adventures Inc	South Los Angeles, Watts, Ontario	CBO	Small	\$490,314
Para Los Ninos	Central and East Los Angeles	CBO	Small	\$600,000
Parents Anonymous, Inc	Lancaster and Palmdale	CBO	Large	\$2,000,000
Parents, Educators/Teachers & Students in Action	Los Angeles County	CBO	Medium	\$937,000
Perris Valley Youth Association	Perris	CBO	Small	\$331,500
Playa Vista Job Opportunities and Business Services	Los Angeles County	CBO	Large	\$1,719,262
Pro Youth and Families, INC	Sacramento County	CBO	Medium	\$933,338
Project Fighting Chance	San Bernardino	CBO	Large	\$1,818,173
Restorative Justice Partners, Inc	Monterey County	CBO	Small	\$527,963
Salvadoran American Leadership and Educational Fund (SALEF)	Westlake Village and MacArthur Park	CBO	Medium	\$838,319
San Diego LGBT Community Center	San Diego	CBO	Medium	\$1,200,000

## Attachment D-5

San Diego Second Chance	San Diego	CBO	Medium	\$1,056,093
San Diego Youth Services	San Diego	CBO	Small	\$599,793
Sanctuary of Hope	Los Angeles and Hawthorne	CBO	Small	\$346,325
Self Awareness & Recovery	Sacramento	CBO	Small	\$598,800
Sharefest	South/Harbor region of Los Angeles	CBO	Small	\$600,000
Sierra Health Foundation	Sacramento County	CBO	Large	\$2,000,000
Sigma Beta Xi Youth and Family Services	Riverside and San Bernardino Counties	CBO	Large	\$1,969,360
SoCal Crossroads	Lynwood	CBO	Medium	\$1,199,767
Social Science Services, Inc	San Bernardino County	CBO	Large	\$1,999,998
Soledad Enrichment Action, Inc	East Los Angeles and San Gabriel Valley	CBO	Medium	\$1,200,000
Studentnest Foundation	Moreno Valley in Riverside County	CBO	Medium	\$997,125
Tarzana Treatment Centers	Tarzana	CBO	Medium	\$899,769
The AMAAD Institute	Los Angeles	CBO	Small	\$599,029
The BUILD Program	Los Angeles, Watts, Compton and Riverside	CBO	Small	\$600,000
The County of Kern	Kern County	Gov't	Medium	\$1,080,000
The Mentoring Center	Oakland	CBO	Medium	\$899,375
The Regents of the Univ. of Calif., San Diego	National City, San Deigo, El Cajon, La Jolla	CBO	Large	\$1,672,486
The Reverence Project	South LA	CBO	Large	\$1,295,960
United Friends of the Children	Los Angeles County	CBO	Medium	\$1,200,000
Vista Community Clinic	City of Vista	CBO	Medium	\$965,736
Voices for Children	San Diego County	CBO	Small	\$299,863
Whole Systems Learning	Los Angeles and Long Beach	CBO	Medium	\$1,180,089
YMCA of San Francisco	San Rafael	CBO	Medium	\$1,025,995
Young Visionaries	High Desert and East Valley	CBO	Small	\$600,000
Youth Employment Partnership	Oakland and Hayward	CBO	Medium	\$1,125,000
Youth Mentoring Connection	Los Angeles	CBO	Small	\$600,000



Attachment D-5

Yuba County Office of Education	Yuba County	Gov't	Medium	\$1,197,000
			<b>Total</b>	<b>\$112,311,023</b>

# Attachment D-6

Pending

# Public Comment



May 28, 2020

Governor Gavin Newsom  
c/o State Capitol, Suite 1173  
Sacramento, CA 95814

The Honorable Holly Mitchell  
Chair, Senate Budget Committee  
State Capitol, Room 5050  
Sacramento, CA 95814

The Honorable Phil Ting  
Chair, Assembly Budget Committee  
State Capitol, Room 6026  
Sacramento, CA 95814

# **RE: Support for Preserving Funding for the 2019 Youth Reinvestment and Tribal Youth Diversion Grant Programs**

Dear Governor Newsom and Chairs Mitchell and Ting,

We respectfully request the preservation of the \$15 million allocation for the Youth Reinvestment and Tribal Youth Diversion Grant programs to prevent the reversion of unspent funding back to the General Fund.

Last year, Governor Newsom ordered that the Division of Juvenile Justice (DJJ) be moved to the California Health and Human Services Agency (CHHS) to "better [align] California's approach with its rehabilitative mission and core values—providing trauma-informed and developmentally appropriate

services in order to support a youth's return to their community, preventing them from entering the adult system, and further enhancing public safety."

The Governor's 2020 May Revise calls for the closure of DJJ facilities and realignment of rehabilitative services to county care. If done well, this could be an important step toward this vision for youth justice reform. However, there are elements of the proposal that will undermine this possibility. ***We believe maintaining the allocated 2019 funding for the Youth Reinvestment and Tribal Youth Diversion Grant programs will support the plan to realign DJJ.***

The proposed closure of the DJJ will lead to an additional need for community-based programming, as Probation Departments shift their focus to working with youth with higher-needs that previously would have gone to DJJ. We share the concerns of the California State Association of Counties (CSAC) and Chief Probation Officers of California (CPOC), who noted that the proposal outlined in the May Revise lacked collaboration, imposes a compressed timeline on counties, and would require a great deal of planning in order to be successful. The Youth Reinvestment and Tribal Youth Diversion Grant programs offer an opportunity for collaboration between law enforcement, local public health and social service agencies, nonprofit organizations, and tribes, and provides a space where counties can begin planning for the proposed closure of DJJ.

The Youth Reinvestment and Tribal Youth Diversion Grant programs support trauma-informed, developmentally-appropriate, culturally-relevant community diversion programs for youth as an alternative to arrest and detention of youth for low-level offenses. Youth in conflict with the law who are provided responses to their behavior that directly address their immaturity and underlying health and mental health needs see far better health and educational outcomes; they earn more money and contribute more tax revenue, and do not draw down as much public support, such as housing assistance and food stamps. This more appropriate approach can have the added benefit of reducing the disproportionate impact that the juvenile justice system has on youth of color, children with disabilities, girls, LGBTQ youth, and foster children.

Not only are these grant programs designed to help realize the State's vision for juvenile justice in this state, they are also cost effective. Placing youth in the juvenile system costs communities hundreds of millions of dollars for police services, court costs, probation, and youth detention facilities. Effective diversion with community-based services is a far more cost-effective approach. For every \$1 spent on diversion, there is a \$25 benefit to society. ***Diversion only costs \$4,500 a year per youth, while probation supervision costs more than \$20,000 per youth, and incarceration more than \$250,000.*** Research has shown that non-detention alternatives, particularly for low-level offenses, are more appropriate responses to curb troublesome behavior and avoid pushing youth deeper into the juvenile system. Most importantly, communities that have intentional diversion programs show improved outcomes for youth and public safety. Youth who go through pre-arrest diversion programs are 2.5 times less likely to reoffend than youth who are not diverted, while youth who go through post-arrest diversion are 1.5 times less likely to reoffend.

The COVID-19 pandemic poses exceptional economic challenges to the state of California, but we cannot

lose sight of the significant progress California has already made in the space of youth justice reform. We have a moral obligation to continue to uplift our youth, especially in these troubled times, and to continue to wisely invest in communities so that all youth can thrive. We urge the State to continue to take efforts to minimize the harmful impacts of COVID-19 on the health and economic well-being of our most vulnerable children. By preserving the 2019 funding for the Youth Reinvestment and Tribal Youth Diversion Grant Programs, we can prevent the entry of youth into the juvenile system and guarantee their continued success.

We respectfully ask for your continued commitment to these youth and these investments in their futures.

Sincerely,

Alliance for Boys and Men of Color  
Alum Rock Counseling Center  
Asian Americans Advancing Justice - Los Angeles  
California Alliance for Youth and Community Justice (CAYCJ)  
California Indian Legal Services  
California Tribal Families Coalition  
Center on Juvenile and Criminal Justice  
Centro Community Hispanic Association (Centro CHA Inc.)  
Community Agency for Resources, Advocacy and Services (CARAS)  
Community Legal Services in East Palo Alto  
Community Works  
ConXion to Community  
Ella Baker Center for Human Rights  
Empowering Pacific Islander Communities (EPIC)  
End Child Poverty California/The GRACE Institute  
Fathers & Families of San Joaquin  
Fresno Barrios Unidos  
Gender Justice LA  
Huckleberry Youth Programs

Immigrant Legal Resource Center  
John Burton Advocates for Youth  
Legal Services for Prisoners with Children  
Efrain Morales  
National Center for Youth Law  
National Compadres Network  
Pacific Juvenile Defender Center  
Prevention Institute  
Public Health Advocates  
Pueblo y Salud, Inc.  
Resilience Orange County  
Root & Rebound  
Christina Elizabeth Ruiz  
Safe Return Project  
Santa Cruz Barrios Unidos  
Self Awareness and Recovery  
Sow A Seed Community Foundation  
Starting Over, Inc  
Urbanists Collective  
W. Haywood Burns Institute  
Youth Forward  
Youth Justice Coalition  
Youth Outreach And Learning Institute  
Youth Will

CC:

Assembly Speaker Rendon

Senate President pro Tempore Atkins

Honorable Members, Assembly and Senate Budget Conference Committees

Honorable Members, Assembly Budget Subcommittee #5 on Public Safety

Honorable Members, Senate Budget Subcommittee #5 on Corrections, Public Safety and the Judiciary

Jennifer Kim, Consultant, Assembly Budget Subcommittee #5

Christopher Francis, Consultant, Senate Budget Subcommittee #5

Daniel Seeman, Deputy Cabinet Secretary, Office of Governor Gavin Newsom

Jessica Devencenzi, Deputy Legislative Secretary, Office of Governor Gavin Newsom

Amy Jarvis, Department of Finance

Katie Howard, Board of State and Community Corrections

Ginni Bella Navarre, Legislative Analyst's Office

Drew Soderborg, Legislative Analyst's Office

Luke Koushmaro, Legislative Analyst's Office



# Agenda Item E

Tribal Youth Diversion Grant  
Funding Recommendations:  
Requesting Approval  
(Pending 2020-2021 Budget Act)

**MEETING DATE:** June 11, 2020**AGENDA ITEM:** E**TO:** BSCC Chair and Members**FROM:** Kimberly Bushard, Field Representative, [kimberly.bushard@bscc.ca.gov](mailto:kimberly.bushard@bscc.ca.gov)**SUBJECT:** Tribal Youth Diversion Grant Funding Recommendations: Requesting Approval (Pending 2020-2021 Budget Act)

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### Summary

This agenda item requests Board approval, contingent upon continued appropriation in the 2020 Budget Act, of the Tribal Youth Diversion Grant funding awards as recommended by the Executive Steering Committee (ESC), the roster for which is provided in Attachment E-1. The ESC met via Skype on March 24, 2020 for rater training and then began the process of proposal rating. To the extent funding is available following final approval for the 2020 Budget Act, if the proposed list of grantees is approved, the grant period will begin July 1, 2020. Proposals recommended for funding include one urban tribe and eight rural tribes for a total of nine new Tribal Youth Diversion grantees. A list of the tribes recommended for funding is provided in Attachment E-2.

### Background

The Tribal Youth Diversion Grant Program originally was established with \$1,119,000 in the 2018 Budget Act. The 2019 Budget Act appropriated an additional \$9.7 million for grants that are intended to support the implementation of diversion programs by Indian tribes for Indian children using trauma-informed, community-based, and health-based interventions.

### Key Components of the Tribal Youth Diversion Grant

- Eligible applicants for the YRG Tribal Youth Diversion Grant are federally recognized tribes in California.
- The total available funding is \$9.7 million. The maximum amount that a tribe could request is \$1.4 million.
- Two funding categories were established: Urban and Rural. Applicants were asked to self-designate as urban or rural and they competed with the other applicants in their category. The BSCC received two applications from urban tribes and 20 applications from rural tribes.
- Preference points were awarded to applicants that proposed a regional approach including two or more neighboring tribes. (One application received preference points.)

- To receive funding, an applicant must receive at least 60 percent of the total points available.
- Successful applicants will be funded for a term of July 1, 2020 through December 31, 2023.

### Executive Steering Committee

On July 11, 2019, Board Member Michael Ertola was appointed as chair of the Tribal Youth Diversion Grant ESC.

Key activities that have occurred since this appointment include:

- The Board approved the release of the Tribal Youth Diversion Grant Request for Proposals on November 14, 2019, with a proposal due date of February 21, 2020. (Attachment E-3)
- Twenty-two tribes submitted applications requesting \$22.7 million. (Attachment E-4)
- ESC members attended rater training via videoconference on March 24, 2020 to develop funding recommendations. Over the subsequent five weeks, ESC members read and rated the 22 applications.
- Using the scoring sheets submitted by ESC members, BSCC Research staff compiled all scores and placed applications in a ranked listing, differentiating between urban and rural. The project descriptions for those tribes recommended for awards are included as Attachment D-5.

### May Revision

On May 14, 2020, the Governor released the May Revision, which included a request to the Legislature to allow \$18 million in unspent funding in the BSCC's budget from the 2019 Budget Act to revert to the General Fund. These funds include \$10 million for the 2019 Tribal Youth Diversion Grant, \$5 million for the 2019 Youth Reinvestment Grant, and \$3 million from the California Violence Intervention and Prevention Program. On May 20, 2020, the Senate Budget and Fiscal Committee, Subcommittee No. 5 rejected these proposed reversions. The conditional awards proposed in this board report are contingent on approval of the final budget action by the Governor and Legislature.

### Recommendation/Action Needed

On behalf of the Tribal Youth Diversion Grant ESC, staff recommends the Board take the following actions:

1. To the extent funding is available following final approval for the 2020 Budget Act, fully fund eight applications totaling \$8,901,949 for projects providing diversion services to Indian children. This includes:

- a. One urban tribe; and
  - b. Seven rural tribes.
2. Partially fund in the amount of \$798,051 the Yurok Tribe (rural), which fell at the funding cut-off point on the rank-ordered list. (\$57,942 less than requested).
3. Authorize staff to continue to make awards from the rank-ordered list if any applicant is unable to accept the award or relinquishes an award, first by offering to any partial awardee and then to the next highest-ranked application(s).
4. Authorize staff to continue to make awards from the rank-ordered list should staff determine during the follow-up award-making process that an applicant recommended for award is ineligible or should a grantee become ineligible during the grant cycle.

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### Attachments

E-1: ESC Roster

E-2: List of Applicants Recommended for Funding

E-3: Tribal Youth Diversion Grant Request for Proposals

E-4: List of Tribal Applicants

E-5: Project Descriptions for Applications Recommended for Funding

# Attachment E-1

**Tribal Youth Diversion Grant  
Executive Steering Committee**

	<b>Name</b>	<b>Title</b>	<b>Organization</b>
1	Michael Ertola (Chair)	Chief Probation Officer	Nevada County
2	Dayna Barrios	Youth Initiatives Project Director	Sacramento Native American Health Center
3	Peter LaVallee	Retired	Non-Profit Youth Program Administrator – Humboldt County
4	Denise Villamil*	Program Director	Alma Family Services
5	Bill Denke	Police Chief	Sycuan Tribal Police Department

\* Did not score proposals

# Attachment E-2

**TYD PROPOSALS RECOMMENDED FOR FUNDING****Urban Tribe Proposals in Ranked Order**

Allocated Funding: \$4,850,126 (50% of available funding)

<b>Rank</b>	<b>Applicant</b>	<b>Amount Requested</b>	<b>Recommended Allocation</b>
1	Picayune Rancheria of the Chukchansi Indians	\$873,398	\$873,398
<b>Total:</b>			<b>\$873,398</b>

Two (2) proposals competed within the Urban Tribe Category; however, the proposal below did not receive at least 60% of the total points available. Since it did not meet the 60% scoring threshold established by the ESC, it is not recommended for funding within the Urban Tribe Category.

<b>Rank</b>	<b>Applicant</b>	<b>Amount Requested</b>	<b>Recommended Allocation</b>
2	Wilton Rancheria	\$1,398,902	\$0
<b>Total:</b>			<b>\$0</b>

The unspent Urban Category funds of \$3,976,728 were rolled over to the Rural Tribe Category.



### Rural Tribe Proposals in Ranked Order

Allocated Funding: \$4,850,126 (50% of available funding)

Available Grant Funds: \$8,826,854

Available grant funds for the Rural Tribe Category included the \$4,850,126 for this category plus the \$3,976,728 of the unspent funds from the Urban Tribe Category.

Rank	Applicant	Amount Requested	Recommended Allocation
1	Sherwood Valley Band of Pomo Indians	\$1,399,141	\$1,399,141
2	San Pasqual Band of Mission Indians	\$671,790	\$671,790
3	Mechoopda Indian Tribe of Chico Rancheria	\$1,330,870	\$1,330,870
4	Hoop Valley Tribal Court	\$1,025,015	\$1,025,015
5	Fort Mohave Indian Tribe	\$1,356,106	\$1,356,106
6	Pinoleville Pomo Nation	\$1,400,000	\$1,400,000
7	Coyote Valley Band of Pomo Indians	\$845,629	\$845,629
8	Yurok Tribe	\$855,993	\$798,303
<b>Total:</b>			<b>\$8,826,854</b>

Twenty (20) proposals competed for funding within the Rural Tribe Category. It is recommended that available grant funds for the Rural Tribe Category be used to fund the proposals in ranks 1-4. It is further recommended that proposals in ranks 5-8 be funded using the unspent funds from the Urban Tribe Category. The proposal in rank 8, Yurok Tribe, is recommended for partial funding due to exhaustion of grant funds.

Proposals in rank order 9-17 are not recommended for funding because the grant funds were exhausted. Proposals in rank 18-20 are not recommended for funding because they did not meet the scoring threshold of 60% of the total points available.

Rank	Applicant	Amount Requested	Recommended Allocation
9	Cedarville Rancheria	\$865,348	\$0
10	Karuk Tribe	\$1,400,000	\$0
11	Tolowa Dee-Ni" Nation	\$518,280	\$0
12	Torres Martinez Desert Cahuilla Indians	\$390,558	\$0
13	Pala Band of Mission Indians	\$1,384,836	\$0
14	Cachi Dehe Band of Wintun Indians of the Colusa Indian Community	\$1,290,564	\$0
15	Habematolel Pomo of Upper Lake Tribe	\$1,269,094	\$0
16	Shingle Springs Band of Miwok Indians	\$494,428	\$0
17	Bishop Paiute Tribe	\$983,615	\$0
18	Big Valley Band of Pomo Indians	\$1,281,613	\$0
19	Round Valley Indian Tribes	\$935,938	\$0
20	lipay Nation of Santa Ysabel	\$701,985	\$0
<b>Total:</b>			<b>\$0</b>

# Attachment E-3

# 2019 Tribal Youth Diversion Grant

This RFP was updated on November 27, 2019 to include  
an email address on page 3

## REQUEST FOR PROPOSALS

**Eligible Applicants:**  
Federally Recognized Indian Tribes in California

**Grant Period:** July 1, 2020 to December 31, 2023

**RFP Released:** November 14, 2019

**Letters of Intent Due:** December 20, 2019

**Proposals Due:** February 21, 2020



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### **CONFIDENTIALITY NOTICE**

All documents submitted as a part of the 2019 Tribal Youth Diversion Grant application are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, §§ 6250 et seq.)

## PART I: GRANT INFORMATION

### Grant Program Background

The Tribal Youth Diversion Grant program was originally established as part of the Youth Reinvestment Grant (YRG) that was created through enacted of the 2018 Budget Act (Chapter 29) and the related trailer bill (Assembly Bill 1812, Chapter 36, Statutes of 2018). The 2019 Budget Act (Chapter 23, Statutes of 2019) establishes the Tribal Youth Diversion (TYD) Grant as independent from the YRG. TYD grants support Indian tribes in the implementation of diversion programs for Indian children using trauma informed, community-based, and health-based interventions. Funding priority must be given to diversion programs that address the needs of Indian children who experience high rates of juvenile arrests, high rates of suicide, high rates of alcohol and substance abuse, and average high school graduation rates that are lower than 75 percent.

Total funding for the Tribal Youth Diversion Grant under this Request for Proposals (RFP) is \$9,700,000 over the course of the grant term, which is July 1, 2020 through December 31, 2023.

### Contact Information

This RFP provides the information necessary to prepare a proposal to the BSCC for grant funds available through the 2019 Tribal Youth Diversion Grant.

The BSCC staff cannot assist the applicant or its partners with the actual preparation of the proposal. Any technical questions concerning the RFP, the proposal process, or programmatic issues must be submitted by email to: [TribalYouthDiversion@bscc.ca.gov](mailto:TribalYouthDiversion@bscc.ca.gov).

The BSCC will accept and respond to questions about this RFP until February 14, 2020. Frequently asked questions and answers (FAQs) concerning the BSCC's RFP process and the TYD application for funding will be posted on the BSCC website and updated periodically through February 21, 2020.

### Bidder's Conference

Prospective applicants are invited, but not required, to attend a Bidder's Conference. The purpose of a Bidders' Conference is to answer technical questions from prospective applicants and provide clarity on RFP instructions. There is no preference given to applicants who attend the Bidder's Conference. Details for the Bidder's Conference are listed below:

## **2019 Tribal Youth Diversion Grant Bidder's Conference**

**Wednesday, December 11, 2019**

1:30 p.m.

Board of State and Community Corrections

1<sup>st</sup> Floor Board Room

2590 Venture Oaks Way

Sacramento, CA 95833

If your organization plans to attend the Bidder's Conference in person, please email an RSVP by December 4, 2019 with the name of the organization and the number of individuals that will attend. This will help us in planning and preparing materials that will be needed.

Email RSVP to: [TribalYouthDiversion@bscc.ca.gov](mailto:TribalYouthDiversion@bscc.ca.gov)

(Subject line: Tribal Youth Diversion Grant Bidder's Conference)

**Please note:** The Bidder's Conference will be livestreamed at [www.bscc.ca.gov](http://www.bscc.ca.gov).

### **Letter of Intent**

Applicants interested in applying for the 2019 Tribal Youth Diversion Grant are asked, but not required, to submit a non-binding Letter of Intent. These letters will aid the BSCC in planning for the proposal review process.

There is no formal template for the letter, but it should include the following information:

- Name of the Applicant Tribe;
- Name of the contact person; and
- A brief statement indicating the Tribe's intent to submit a Proposal.

Failure to submit a Letter of Intent is not grounds for disqualification. Further, prospective Applicants that submit a Letter of Intent and decide later not to apply will not be penalized.

Please submit your non-binding Letter of Intent by **December 20, 2019** via email or U.S. mail, using one of the following submission options:

**Email Responses:** [TribalYouthDiversion@bscc.ca.gov](mailto:TribalYouthDiversion@bscc.ca.gov)  
(Subject line: TYD Letter of Intent)

**U.S. Mail Responses:** Board of State and Community Corrections  
Corrections Planning and Grant Programs Division  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833  
Attn: TYD Letter of Intent



## Proposal Due Date and Submission Instructions

Applicants must submit one electronic copy of the original signed proposal to the BSCC by **5:00 p.m. on February 21, 2020**.

A complete proposal package will include:

1. An Excel version of the budget attachment and
2. One pdf file that contains a scanned copy of the remainder of the proposal.

**If the BSCC does not receive an email containing the complete proposal package by 5:00 p.m. (PST) on February 21, 2020 the proposal will not be considered.**

Email the complete proposal package to: [TribalYouthDiversion@bscc.ca.gov](mailto:TribalYouthDiversion@bscc.ca.gov).

## Grant Program Description

The purpose of this grant program is to divert Indian children from entering, or furthering their involvement in, the juvenile justice system. Funded grant programs will use trauma-informed, community-based, and wellness-based interventions to deliver diversion programs and/or services to Indian children in communities where there are:

- High rates of juvenile arrests;
- High rates of suicide;
- High rates of alcohol and substance abuse; and
- Average high school graduation rates that are lower than 75 percent.

### Eligibility

Eligible applicants are federally recognized Indian tribes in California. The current list, as published by the U.S. Department of Interior, Bureau of Indian Affairs, is attached as Appendix A.

Based on the limitations of available data regarding Indian children and feedback from subject matter experts on the Executive Steering Committee, all federally recognized tribes in California are presumed to meet the criteria noted above of experiencing high rates of juvenile arrests, high rates of suicide, high rates of alcohol and substance abuse, and lower than average high school graduation rates. Consequently, these criteria for funding priority has already been met by all federally recognized Indian tribes in California.

### Application Types

There are two types of applications allowed under this grant: individual applications and regional applications. An individual application is one in which a single tribe submits an application to provide services independently. A regional application is one that includes

a project component involving at least one other neighboring tribe who is serving as the co-applicant.

Each applicant may submit up to two (2) proposals under the following categories:

1. A tribe may submit one (1) individual application for funding.
2. A tribe may be identified as a partner in one (1) individual application that is submitted by another tribe.
3. A tribe may be the lead in one (1) regional application for funding.
4. A tribe may be identified as a co-applicant in one (1) regional application in which another tribe is identified as the lead.

Any applicant that is a party to two applications must ensure that those two applications are unique, i.e., that each proposal contains multiple characteristics or features that distinguish it from the other proposal.

**PLEASE NOTE:** Grantees that received 2018 Tribal Youth Diversion Grant funds are eligible and may apply for this grant. However, any proposals received must be unique and different than the program(s) previously funded.

### **Regional Applications**

A single tribe must be identified as the “lead” in every regional application. The lead tribe must be a federally recognized tribe. A “region” is defined as two or more neighboring tribes, including the lead applicant and at least one other neighboring tribe. Every tribe involved in a regional application must submit a resolution from its Tribal Council indicating its support of the regional effort and identifying its roles and responsibilities relative to the lead grantee and the overall project.

The maximum amount of funding for which a regional applicant may apply, is the aggregate amount of funds they would have received if awarded as individual applicants. For example, if two tribes submit a regional application, the maximum request amount for that application is \$2,800,000, or 2 x \$1,400,000. Although non-federally recognized tribes may be included as project partners, the amount of funding that a regional application may request is determined based solely on the number of federally recognized tribes that make up the “region.”

### **Criteria for All Non-Governmental Organizations**

Any non-governmental organization (NGO) that receives Tribal Youth Diversion funds (as a subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six months prior to the effective date of its fiscal agreement with the TYD grantee. Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of

the grant agreement with the BSCC or the grantee-subcontractor fiscal agreement.

- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship);
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have an address.

Applicants must submit Appendix B, Criteria for NGOs receiving Tribal Youth Diversion Grant Funds as part of the complete RFP package to document the compliance of any NGOs identified as partners in the proposal. All grantees must submit updated Appendix Bs throughout the life of the grant agreement for any additional NGOs that may be awarded TYD funds through subgrants or subcontracts. The BSCC will not reimburse for costs incurred by NGOs that do not meet the BSCC's requirements.

## Project Funding Information

### Grant Period

Successful applicants will be funded for a 3 1/2-year grant period beginning on July 1, 2020 and ending on December 31, 2023.

### Funding Amount

A total of \$9,700,000 in state general funding is available statewide. The maximum amount for which any single applicant may apply is \$1,400,000. There is no minimum.

Applicants are encouraged to request only the amount of funds needed to support their proposal and the amount that can be justified with supporting documentation/information. All applicants must build their proposal, objectives, activities, timelines, and budget information for all the full 3 ½ years of the grant cycle. For example, if an applicant is requesting \$1,000,000, the budget must add up to \$1,000,000 and the budget detail must clearly illustrate the line items within which that \$1,000,000 will be spent over the 3 ½-year grant period.

### Funding Categories and Funding Threshold

Recognizing that tribes located in urban and rural areas have different capacities, resources, and needs, there are two categories in which applicants will compete. The total amount of funding has been distributed between the two categories as shown in the table below.

These categories were established so that projects developed by tribes in rural areas would not compete with tribes in urban areas where there are potentially more resources available. Individual applicants will indicate on the application whether they identify as a Rural or Urban tribe. Recognizing that some tribes may have both urban and rural characteristics, tribes should choose whichever designation is most representative.

Tribes submitting a regional application will be categorized as Rural or Urban based on the designation selected by the lead applicant as Rural or Urban. The maximum amount of funding for which any individual applicant may apply, regardless of area category, is \$1,400,000. The maximum amount of funding for which any regional applicant may apply, regardless of area category, is the aggregate amount of funds they would have received if awarded as individual applicants. For example, if two tribes submit a regional application, the maximum request amount for that application is \$2,800,000, or 2 x \$1,400,000.

Area Category	Funds Allocated to this Category
1) Rural Area	\$4,850,000
2) Urban Area	\$4,850,000
<b>Total Funding Available:</b>	<b>\$9,700,000</b>

**Note:** Applicants must receive at least 60% of the total points available to be considered for funding (see Rating Factors, page 9). If there are not sufficient qualified applicants in one category to exhaust all funds, those funds will be recommended for the highest rated proposals that were qualified applicants in the other category.

### Match Requirement

The Tribal Youth Diversion Grant does not require a match.

### Supplanting

Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes.

Supplanting is strictly prohibited for all BSCC grants. BSCC grant funds shall be used to support new program activities or to augment existing funds which expand current program activities. BSCC grant funds shall not be used to replace existing funds.

It is the responsibility of the grantee to ensure that supplanting does not occur. The grantee must keep clear and detailed financial records to show that grant funds are used only for allowable costs and activities.

## Project Evaluation Requirements

In addition to quarterly progress reports, projects selected for funding will be required to submit to the BSCC: (1) a Local Evaluation Plan (four months post-award) and, (2) a Local Evaluation Report (three months after the conclusion of the grant). See Appendix E, Glossary of Terms, for key definitions related to project evaluation.

**Local Evaluation Plan** - The purpose of the Local Evaluation Plan (LEP) is to ensure that projects funded by the BSCC can be evaluated. Applicants will be expected to include a description of how they plan to determine the effectiveness of the proposed program in

relation to each of its goals and objectives identified in the proposal. The LEP should describe the approach that will be used to measure the outcomes of youth, with the project goals and the objectives clearly stated. Once submitted, any modifications to the LEP must be approved in advance by the BSCC. More detailed instructions on the LEP will be made available to successful applicants. See Appendix F for a sample of the LEP components.

**Local Evaluation Report** - Following project completion, grantees are required to complete a Local Evaluation Report (LER) which must be in a format prescribed by the BSCC. The purpose of the LER is to learn whether the overall project was sufficient in meeting the goals laid out in the LEP. To do this, the grantee must analyze and document the effectiveness of the activities that were implemented. These activities should have been identified in the previously submitted LEP. More detailed instructions on the Evaluation Report will be made available to successful applicants.

To better ensure the goals and objectives listed in the proposal are realistic and measurable, applicants are encouraged to identify partners early on who can assist in project development. Implementation planning, oversight, and reporting activities may be funded by Tribal Youth Diversion Grant or other funds. If grants funds will be used, they must be included in the applicant's proposed budget.

## **BSCC Executive Steering Committee Process**

### **Youth Reinvestment Grant Program Executive Steering Committee**

To ensure successful program design and implementation, the BSCC uses Executive Steering Committees (ESCs) and Advisory Groups to inform decision making related to the Board's programs. These committees are composed of subject matter experts and stakeholders representing both the public and private sectors. The BSCC makes every attempt to include diverse representation on its ESCs and Advisory Groups - in breadth of experience, geography, and demographics. ESCs are convened and approved by the BSCC Board, as the need arises, to carry out specified tasks including the development of RFPs for grant funds. The Board then approves, rejects, or revises those recommendations. Members of ESCs are not paid for their time but are reimbursed for travel expenses incurred to attend meetings.

The 2019 Tribal Youth Diversion Grant ESC includes subject matter experts on American Indian populations and culture, historical trauma, youth diversion programs, trauma-informed care, health and wellness, and law enforcement. A list of ESC members can be found in Appendix H.

### **Conflicts of Interest**

Existing law prohibits any grantee, subgrantee, partner or like party who participated on the above referenced TYD Executive Steering Committee from receiving funds from the 2019 Tribal Youth Diversion Grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the 2019 Tribal Youth Diversion Grant ESC membership roster, and ensuring that no grant dollars are passed through to any entity represented by any member of the ESC.

## Overview of the RFP Process

### Confirmation of Receipt of Proposal

Upon submission of a proposal, applicants will receive an electronic auto-confirmation email from the BSCC stating that the proposal has been received.

### Disqualification – **PLEASE REVIEW CAREFULLY**



#### The following will result in an automatic disqualification:

- An electronic version of the complete proposal package is not received by 5:00 p.m. PST on February 21, 2020.
- The Proposal Narrative does not meet the narrative formatting requirements below (see sample Formatting Tool Appendix G):
  - Arial 12-point font
  - One-inch margins on all four sides
  - 1.5-line spacing
- The Proposal Narrative exceeds 12 numbered pages in length.
- The Budget Attachment (Excel document), both tables and narrative, is incomplete and/or the total amount included in the budget table does not match the request amount included elsewhere in the application.
- The Proposal Package does not contain all required sections:
  - Coversheet – accurately completed
  - Checklist – filled out and signed
  - Applicant Information Form – completed and signed
  - Proposal Abstract
  - Proposal Narrative
  - 2019 TYD Budget Table & Narrative Attachment (in Excel)
  - Criteria for Non-Governmental Organizations Receiving TYD Funds (Appendix B) – completed and signed
  - Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix C) – completed and signed
  - Project Work Plan (1-2 pages)
  - Letter of Commitment
- “Additional Documents” or attachments, including Letters of Commitment, exceed 5 pages.
- “Additional Documents” or attachments are not in Arial 12-point font with 1-inch margins on all four sides and 1.5-line spacing. Letters of Commitment are NOT required to meet these specifications.
- The applicant’s individual application requests more than \$1.4 million.

- The applicant's regional application requests more than \$1.4 million per co-applicant tribe.

**NOTE:** Disqualification means that the proposal will not move forward to the ESC for the Proposal Rating Process and, therefore, will NOT be considered for funding.

### Rating Process

Unless disqualified, proposals will advance to the Proposal Rating Process. The 2019 Tribal Youth Diversion Grant ESC members will read and rate each proposal in accordance with the prescribed rating factors listed in the table below.

The ESC members will base their scores on how well an applicant addresses the items listed under each rating factor within the Proposal Narrative and the Budget. Following the proposal rating process, the ESC will develop funding recommendations for consideration by the BSCC Board. It is anticipated the BSCC Board will act on the funding recommendations of the ESC at its meeting on June 11, 2020. Applicants that are selected for funding will be notified of the Board's funding decision. Applicants and partners are not permitted to contact members of the ESC or the BSCC Board Members to discuss proposals.

### Rating Factors

The Rating Factors to be used and the maximum points assigned to each factor are shown in the table below. Applicants are asked to address each of these factors as a part of their proposal. The ESC assigned a percent value to each of the Rating Factors, correlating to its importance (see Percent of Total Value column).

	Rating Factors	Point Range	Percent of Total Value	Weighted Rating Factor Score
1	Project Need	1 - 5	30%	70
2	Project Description	1 - 5	50%	100
4	Data Collection/Evaluation	1 - 5	15%	20
5	Project Budget	1 - 5	5%	10
<b>Maximum Possible Proposal Score:</b>			<b>100%</b>	<b>200</b>
<b>Preference Points: Regional Applications – Working with 2 or more tribes</b>				<b>5</b>
<b>Maximum Possible Score with Preference Points:</b>				<b>205</b>



Raters will score an applicant's response in each of the Rating Factor categories on a scale of 1 to 5, according to the Five-Point Rating Scale shown below. Each Rating Factor score is then weighted according to the "Percent of Total Value" column (determined by the ESC) associated with each Rating Factor to arrive at the final Weighted Score for each Rating Factor and then added together for a final overall score.

### Preference Points: Regional Applications

A total of five preference points will be awarded to applicants that apply under a regional application. To receive preference points, applicants must address all of the following:

1. The application must identify a federally recognized tribe as the lead applicant.
2. The application must identify at least two neighboring tribes as having defined roles and responsibilities within the overall application.
3. Every tribe involved in the regional application must submit a letter indicating its commitment to the regional effort and identifying its roles and responsibilities relative to the lead grantee and the overall project.
4. The application must meet all requirements under "Regional Applications" on page 4 of this RFP.

### Threshold/Minimum Score

A threshold of **60%** or minimum score of **120** total points, must be earned to be considered for funding.

### Scoring Rubric for 1-5 Point Range

Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
The response addresses the criteria in a very inadequate way.	The response addresses the criteria in a non-specific or unsatisfactory way.	The response addresses the criteria in an adequate way.	The response addresses the criteria in a substantial way.	The response addresses the criteria in an outstanding way.



## General BSCC Grant Requirements

### Grant Agreement

Applicants approved for funding by the BSCC are required to enter into a Grant Agreement with the BSCC. Grantees must agree to comply with all terms and conditions of the Grant Agreement. See Appendix I for a sample contract (State of California: Contract and General Terms and Conditions).

The Grant Agreement start date is expected to be July 1, 2020. Grant Agreements are considered fully executed only after they are signed by both the Grantee and the BSCC. Work, services, and encumbrances cannot begin prior to the Grant Agreement start date. If a grantee chooses to incur costs for reimbursement, any work, services, and encumbrances which occur after the start date but prior to grant agreement execution may not be reimbursed. Grantees are responsible for maintaining their Grant Agreement, all invoices, records, and relevant documentation for at least three (3) years after the final payment under the contract.

### Governing Board/Tribal Council Resolution

Applicants must submit a resolution from their governing board or tribal council addressing specified requirements as included in the sample Governing Board or Tribal Council Resolution, which can be found in Appendix D. Grant recipients must have a resolution on file before a fully executed grant agreement can be completed. A signed resolution is not required at the time of proposal submission, but applicants are advised that no disbursements or reimbursements will be made until the appropriate documentation has been received by the BSCC. Grantee resolutions must address all of the items in Appendix D but may be in a different format.

### Audit Requirements

The BSCC reserves the right to call for a program or financial audit at any time between the execution of the grant agreement and three (3) years following the end of the grant period.

The Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this grant.

### Grantee Orientation Process

Following the start of the grant period, BSCC staff will conduct a Grantee Orientation in Sacramento (at a date to be determined later). The purpose of this mandatory session is to review the program requirements, invoicing and budget modification processes, data collection and reporting requirements, as well as other grant management and monitoring activities. Typically, the Project Director, Financial Officer, and Day-to-Day Contact must attend. Grant recipients may use TYD Grant funds for travel-related expenditures such as airfare, mileage, meals, lodging, and other per diem costs. Applicants should include anticipated travel costs for this one-day training in the budget section of the proposal under the "Other" category.

## **Funding Awards**

The BSCC will disburse one-third of awarded funds within 75 days of the date the grant agreement is fully executed. The grantee shall agree to deposit grant funds into a banking account established by the grantee and the grant funds shall not be comingled with any other funds. Any interest earned on the account may only be used for allowable expenses during the grant period. Grantees shall only use grant funds for allowable costs and shall provide invoices and supporting documentation to the BSCC periodically or upon request. When a grantee expends 80% of the disbursed funds and has submitted the required documentation to the BSCC, and provided the grantee has met the other terms and conditions of the grant, the BSCC shall disburse an additional 1/3 of the award under the same terms and conditions. The final 1/3 of the award shall be disbursed after a grantee expends 80% of the total disbursed funds. Any unspent funds remaining at the end of the grant period must be returned to the BSCC.

The State Controller's Office (SCO) will issue the warrant (check) to the individual designated on the application form as the Financial Officer for the grant. Grantees must submit invoices to the BSCC on a monthly or quarterly basis through the online process no later than 45 days following the end of each month. Grantees must maintain adequate supporting documentation for all costs claimed on invoices. BSCC staff will conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures.

## **Quarterly Progress Reports**

Grant award recipients are required to submit quarterly progress reports to the BSCC. Progress reports are a critical element in BSCC's monitoring and oversight process. Grantees who are unable to demonstrate that they are making sufficient progress toward project goals and objectives and that funds are being spent in accordance with the Grant Agreement could be subject to the withholding of funds. Once grants are awarded, BSCC will work with grantees to create custom progress reports. Applicable forms and instructions will be available to grantees on the BSCC's website. See Appendix J for a sample progress report.

## **Travel**

Travel is usually warranted when personal contact by project staff is the most appropriate method of conducting project-related business. Travel to and from training conferences may also be allowed. The most economical method of transportation, in terms of direct expenses to the project and the employee's time away from the project, must be used. Projects are required to include sufficient per diem and travel allocations for project-related personnel, as outlined in the Grant Award, to attend any mandated BSCC training conferences or workshops outlined in the terms of the program.

## **Tribes**

Grantees must use the California State travel and per diem policy, unless the Grantee's written travel policy is more restrictive than the State's, in which case it must use its own policy. Reimbursement is allowed for the cost of commercial carrier fares, parking, bridge, and road tolls, as well as necessary taxi, bus, and streetcar fares.

## **Non-Governmental Organizations (NGOs)**

An NGO receiving BSCC funds as a subgrantee must use the California State travel and per diem policy, unless the Grantee's written travel policy is more restrictive than the State's, in which case it must be used. Reimbursement is allowed for the cost of commercial carrier fares, parking, bridge, and road tolls, as well as necessary taxi, bus, and streetcar fares.

### **Units of Government**

Units of government receiving BSCC funds as a subgrantee may follow either their own written travel and per diem policy or the State's policy. Units of government that plan to use cars from a state, county, city, district car pool, or garage may budget either the mileage rate established by the car pool or garage, or the state mileage rate, not to exceed the loaning agency rate.

### **Out-of-State Travel**

Out-of-state travel is restricted and only allowed in exceptional situations. Grantees must receive written BSCC approval prior to incurring expenses for out-of-state travel. Even if previously authorized in the Grant Agreement, Grantees must submit to the BSCC a separate formal request (on Grantee letterhead) for approval. Out-of-state travel requests must include a detailed justification and budget information.

In addition, California prohibits travel, except under specified circumstances, to states that have been found by the California Attorney General to have discriminatory laws. The BSCC will not reimburse for travel to these states unless the travel meets a specific exception under Government Code section 11139.8, subdivision (c). For additional information, please see: <https://oag.ca.gov/ab1887>.

### **Debarment, Fraud, Theft, or Embezzlement**

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide disbursements or reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three (3) years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the grant contract.

The BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

All applicants must complete Appendix C certifying they are in compliance with the BSCC's policies on debarment, fraud, theft, and embezzlement.

### **Compliance Monitoring Visits**

BSCC staff will conduct periodic monitoring of each project to assess whether the project is in compliance with grant requirements and making progress toward grant objectives, and provide technical assistance as needed regarding fiscal, programmatic, evaluative, and administrative requirements. For your reference, a Sample Comprehensive Monitoring Visit Tool is contained in Appendix K.

## **Use of Effective Programs and Data-Driven Approaches<sup>1</sup>**

The BSCC is committed to supporting programs, practices, and strategies that are rooted in documented evidence that reduces youth risk factors and rates of recidivism but is also based on participant characteristics, situations, and preferences.

Applicants are required to use data to drive conscientious decision-making in the development, implementation, and appraisal of their overall projects. Applicants should demonstrate that their proposal is linked to the implementation of practices and strategies supported by data. The following information is offered to help applicants understand the BSCC's broad view of data-supported practices and decision-making:

The BSCC is committed to supporting a focus on better outcomes in the criminal justice system and those involved in it. For the purposes of this RFP, applicants should focus on the following three basic principles:

- 1. Is there evidence or data to suggest that the intervention, service, or strategy is likely to work, i.e., produce a desired benefit?** *For example, was the intervention, service, or strategy selected by the project used by another entity with documented positive results? Is there published research/information on the intervention the project has chosen to implement showing its effectiveness? Is the intervention or strategy being used by another entity with a similar problem and similar target population?*
- 2. Once an intervention, service, or strategy is selected, will you be able to demonstrate that it is being carried out as intended?** *For example, does this intervention, service, or strategy provide for a way to monitor quality control or continuous quality improvement? If this intervention, service, or strategy was implemented in another area, are there procedures in place to ensure the model is being closely followed (so the project is more likely to achieve similar desired outcomes)?*
- 3. Is there a plan to collect data that will allow for an appraisal of whether the intervention, service, or strategy worked?** *For example, will the intervention,*

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<sup>1</sup> Lowenkamp and Latessa, 2003; Lowenkamp, 2003; Lowenkamp & Latessa, 2005a; Lowenkamp and Latessa, 2005b; Center for Criminal Justice Research and the Corrections Institute at the University of Cincinnati, Correctional Program Checklist Assessment

*service, or strategy selected allow for the collection of data or other information so outcomes can be measured at the conclusion of the project? Are there or will there be processes in place to identify, collect, and analyze that data/information?*

Applicants are encouraged to develop an overall project that incorporates these principles but is tailored to fit the needs of the individuals and communities they serve. Plans to measure the effectiveness of a project should include the use of both qualitative and quantitative data/information. While quantitative data/information is based on numbers and mathematical calculations, qualitative data/information is based on written or spoken narratives. The purpose of quantitative data/information is to explain, predict, and/or control events through focused collection of numerical data, while the purpose of qualitative data/information is to explain and gain insight and understanding of events through collection of narrative data/information.

Applicants may find it helpful to review the information on evidence-based treatment practices in Appendix L of this RFP as well as in the Substance Abuse and Mental Health Services Administration's (SAMHSA) Guide to Evidence-Based Practices available at: [www.samhsa.gov/ebpwebguide](http://www.samhsa.gov/ebpwebguide).

### Summary of Key Dates

The following table shows a timeline of key dates related to the 2019 Tribal Youth Diversion Grant.

Activity	Tentative Date
Release Request for Proposals Solicitation	November 14, 2019
Bidders' Conference	December 11, 2019
Letter of Intent Due to the BSCC	December 20, 2019
<b>Grant Proposal/Application Due to the BSCC No later than 5:00 p.m.</b>	<b>February 21, 2020</b>
Proposal Rating Process and Development of Funding Recommendations	Mid-April – Late May, 2020
BSCC Board Meeting for Funding Approval	June 11, 2020
Grants Begin/Contracts Expected to Commence	July 1, 2020
Mandatory Grantee Orientation	To Be Determined

## PART II: PROPOSAL INSTRUCTIONS AND RATING FACTORS

The following section contains pertinent information on how to complete the Request for Proposal package to the BSCC. Submittal information is contained in Part I, page 1.

- Proposal Abstract
- Proposal Narrative & Budget Attachment
  1. Project Need
  2. Project Description
  3. Data Collection/Evaluation
  4. Project Budget
- Project Work Plan
- Request for Proposals Additional Documents
  - Letters of Commitment

**\*\*\*THE REQUEST FOR PROPOSAL PACKAGE – EXCEPT FOR THE BUDGET – CAN BE FOUND AT THE END OF THIS ENTIRE DOCUMENT.\*\*\***

## Proposal Abstract

Instructions: Provide a brief summary of the proposed project. The Proposal Abstract must be submitted in Arial 12-point font with one-inch margins on all four sides. Narrative must be 1.5-line spaced and cannot exceed **1 page** in length. This section will not be included in the rating of the Proposal.

## Proposal Narrative

Instructions: The Proposal Narrative section must be submitted in Arial 12-point font with one-inch margins on all four sides. The narrative must be 1.5-line spaced and cannot exceed **12 numbered pages** in length. For the Proposal Narrative, address each of the three (3) sections below. Each section should be titled according to its section header as provided (e.g., Project Need, Project Description, and Data Collection/Evaluation). Within each section, address the bulleted items in a concise yet comprehensive narrative format. Do not include website links.

The 12-page limit for this section does not include the mandatory Cover Sheet, Proposal Checklist, Applicant Information Form, Project Abstract, Budget Attachment (Table & Narrative), or other required attachments (see Proposal Checklist).

It is up to the applicant to determine how best to use the total 12-page limit in addressing each section; however, as a guide, the percent of total point value for each section is listed within each header.

### 1. Project Need (Percent of Total Value: 30%)

**Address the following in narrative form:**

The applicant articulated a need that is pertinent to the intent of the grant program. The elements that are to comprise the Program Need are listed below. Addressing each element does not itself merit a high rating; rather, although each element is to be addressed, it is the quality of the response to each that is to be evaluated.

- Define the population of youth to be served by these grant funds. This should include details such as gender, age, offense history, and any other data that supports the need for services within the identified population.
- Clearly identify the need for diversion programs/services amongst the Indian children who comprise the target population in the proposed project service area.
- Use data or other supporting information to support the identified need. Supporting documentation should include both qualitative and quantitative data.
- Identify existing gaps in available resources, services, and/or activities within the proposed project area for the target population.



- Explain any methods that were used to conduct outreach and/or gather input from interested parties in order to determine the need that is presented in this proposal.

<b>Rating Criteria for Project Need</b> (scored on a scale of 1 – 5; weighted at 30%)	
1.1	The applicant has clearly identified the specific target population to be served (e.g., gender, age, offense history, and/or other supporting data).
1.2	The applicant has described the diversion need(s) of the selected target population.
1.3	The applicant has provided qualitative and/or quantitative data that connects to the need(s) stated in 1.2.
1.4	The applicant has identified a lack of service or service gaps that contribute to the need.
1.5	The applicant has solicited community input/outreach in determining need (e.g., townhalls, surveys).

## 2. Project Description (Percent of Total Value: 50%)

Address the following in narrative form:

### Target Population

- Identify the eligibility criteria that will be used to determine whether a given youth is enrolled in the program.
- Describe how the referral process will work, including identification of who may make referrals.
- Explain how any determination of need and/or screening tools may be used and for what purpose.
- Define the approach that will be used to select the specific services that will be provided to individual youth who are enrolled in the project. Explain the process that will be used to determine what specific programs, services and/or interventions will be received by each participant.

### Project

- Justify how the proposed project was identified as the most appropriate to meet the needs of your target population.
- Identify how cultural relevancy will be incorporated into the proposed project.
- Identify the total youth population in the proposed service area as well as what percent of those youth are anticipated to receive services under this proposal.
- Describe all services/interventions to be delivered to youth under this proposal and how those services will be delivered.



- Complete the Project Work Plan using the template provided in the proposal package at the end of the RFP to identify the project's top three goals and objectives.
  - Describe the relationship of the project's goals and objectives to the need and intent of the grant.
  - Identify how the top three goals will be achieved in terms of the activities, responsible staff/partners, and start and end dates.

### **Outreach, Experience and Engagement**

- Articulate the plan for engaging community partners in the proposal development as well as the program implementation over the length of the grant.
- Describe the applicant's experience, staffing and/or partnerships that will ensure effective implementation of the proposed project. If applicable, identify the process that will be used for selecting program partners during project implementation.

<b>Rating Criteria for Project Description</b> (scored on a scale of 1 – 5; weighted at 50%)	
2.1	The applicant identified eligibility criteria.
2.2	The applicant described the referral process.
2.3	The applicant described the determination of need and/or screening (if any) that may be used and for what purpose.
2.4	The applicant provided a plan for selecting the services that will be received by participants.
2.5	The applicant provided a rationale for the proposed project which included a description of relevant information to support the selection of the proposed project for the target population.
2.6	The applicant described the cultural relevancy of the proposed project.
2.7	The applicant identified the relationship of the total percent of individuals to be served to the target population and the need (e.g., the percent of those projected to be served compared to the targeted population is 75% and those projected to be served compared to the need is 70%).
2.8	The applicant described the proposed services/interventions of the grant project and how the services will be delivered.
2.9	The applicant has completed the Project Work Plan as appropriate to the proposed project.

2.10	The applicant described a plan to engage the larger community in the development and implementation throughout the grant cycle.
2.11	The applicant has described its experience, staffing and/or partnerships to implement the proposed project. If partners are to be selected after the grant is awarded, then specify the process for selecting those partners.

### 3. Data Collection/Evaluation (Percent of Total Value: 15%)

Address the following in narrative form:

- Describe the process that will be used to ensure that quarterly progress reports are completed accurately and timely.
- Outline all plans/action steps taken to ensure that local and/or tribal data are collected, maintained, reported, and used as a management tool for program decision making.

Rating Criteria for Data Collection/Evaluation (scored on a scale of 1 – 5; weighted at 15%)	
3.1	The applicant demonstrated a commitment to adhere to the data collection methodology prescribed by the BSCC for data reporting purposes (e.g., quarterly progress reports).
3.2	The applicant described its plan/steps taken to ensure that local/tribal data are collected, maintained, reported, and used as a management tool for project decision making.

### 4. Program Budget (Percent of Total Value: 5%)

As part of the application process, applicants are required to submit the Tribal Youth Diversion Grant Budget Attachment (Budget Attachment), a link for which can be found on the next page. The Budget Attachment does not count toward the 12 pages allowed for the Proposal Narrative sections. Upon submission, the Budget Attachment will become “Section 4: Project Budget” of the official proposal package and will be rated as such based on the criteria listed below. The Budget Attachment must be filled out completely and accurately. Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Attachment and are encouraged to double check all entries.

All project costs must be directly related to the objectives and activities of the proposed project. The Budget Attachment covers the entire 3 ½-year grant term. For example, if

you are requesting \$1 million, the budget table must total \$1 million and the corresponding narrative must explain how that \$1 million would be spent over the 3 ½-year term of the grant.

The following items – applied to both the project budget table and the project budget narrative – are rated as a part of this section, and must be addressed by the applicant in the TYD Budget Attachment:

<b>Rating Criteria for Project Budget</b> (scored on a scale of 1 – 5; weighted at 5%)	
4.1	The applicant has submitted a Budget Table that is appropriate to the proposed project.
4.2	The applicant has provided a budget narrative that relates the expenses to the proposed project and is all inclusive to the needs and services of the targeted population.

Detailed instructions for completing the Budget Attachment are listed on the Instructions tab of the Budget Attachment workbook.

To access the TYD Budget Attachment, [click here](#).

For additional guidance on grant budgets, refer to the *BSCC Grant Administration Guide*, found under Quick Links on the Corrections Planning & Grant Programs home page:

<http://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2016.pdf>

### **Request for Proposals Additional Documents – (5 Pages Maximum)**

#### **Letters of Commitment**

Every applicant must submit either (1) a Letter of Commitment from a collaborative partner or (2) a letter explaining why no collaboration will be used.

1. At least one Letter of Commitment is encouraged from each applicant and must be a statement of active participation by a collaborative partner with the project. The Letter should specify any resources the partner entity will commit to the project and should identify what roles and responsibilities it will contribute to a successful project outcome.

There is no required format for the Letter of Commitment; however, each Letter must be on the collaborating partner's organization letterhead. Each Letter must be crafted to address a specific partner collaboration and should address, at a minimum:

- What the collaborator will contribute to the project;
  - Information that the partner has the capacity to fulfill its roles/responsibilities; and
  - A statement that the partner is committed to achieving the overall success of the proposed Tribal Youth Diversion project.
2. In the event an applicant does not plan to use any collaborative partners, that applicant must submit a letter describing its self-sufficiency and explaining how it will function independently to carry out the grant objectives.

### **Endnotes, Bibliography, Charts & Graphs**

Applicants may also include endnotes, a bibliography, charts, and/or graphs if those additional documents are cited within the Proposal Narrative and directly support the Proposal Narrative.

Attachment E-3

## **APPENDICES**

Attachment E-3

**APPENDIX A**  
**Federally Recognized Tribes in California by U.S. Department of Interior,  
Bureau of Indian Affairs as of February 1, 2018**

<b>No.</b>	<b>TRIBE</b>
1	Agua Caliente Band of Cahuilla Indians of the Agua Caliente Indian Reservation
2	Alturas Indian Rancheria
3	Augustine Band of Cahuilla Indians (previously listed as the Augustine Band of Cahuilla Mission Indians of the Augustine Reservation)
4	Barona Group of Capitan Grande Band of Mission Indians of the Barona Reservation <sup>1</sup>
5	Bear River Band of the Rohnerville Rancheria
6	Berry Creek Rancheria of Maidu Indians of California
7	Big Lagoon Rancheria
8	Big Pine Paiute Tribe of the Owens Valley (previously listed as the Big Pine Band of Owens Valley Paiute Shoshone Indians of the Big Pine Reservation)
9	Big Sandy Rancheria of Western Mono Indians of California (previously listed as the Big Sandy Rancheria of Mono Indians of California)
10	Big Valley Band of Pomo Indians of the Big Valley Rancheria
11	Bishop Paiute Tribe (previously listed as the Paiute-Shoshone Indians of the Bishop Community of the Bishop Colony)
12	Blue Lake Rancheria
13	Bridgeport Indian Colony (previously listed as the Bridgeport Paiute Indian Colony of California)
14	Buena Vista Rancheria of Me-Wuk Indians of California
15	Cabazon Band of Mission Indians
16	Cachil DeHe Band of Wintun Indians of the Colusa Indian Community of the Colusa Rancheria

No.	TRIBE
17	Cahto Tribe of the Laytonville Rancheria
18	Cahuilla Band of Indians (previously listed as the Cahuilla Band of Mission Indians of the Cahuilla Reservation)
19	California Valley Miwok Tribe
20	Campo Band of Diegueno Mission Indians of the Campo Indian Reservation
21	Cedarville Rancheria
22	Chemehuevi Indian Tribe of the Chemehuevi Reservation
23	Cher-Ae Heights Indian Community of the Trinidad Rancheria
24	Chicken Ranch Rancheria of Me-Wuk Indians of California
25	Cloverdale Rancheria of Pomo Indians of California
26	Cold Springs Rancheria of Mono Indians of California
27	Colorado River Indian Tribes of the Colorado River Indian Reservation, Arizona and California
28	Coyote Valley Band of Pomo Indians of California
29	Death Valley Timbi-sha Shoshone Tribe (previously listed as the Death Valley Timbi-Sha Shoshone Band of California)
30	Dry Creek Rancheria Band of Pomo Indians (previously listed as the Dry Creek Rancheria of Pomo Indians of California)
31	Elem Indian Colony of Pomo Indians of the Sulphur Bank Rancheria
32	Elk Valley Rancheria
33	Enterprise Rancheria of Maidu Indians of California
34	Ewiiapaayp Band of Kumeyaay Indians
35	Federated Indians of Graton Rancheria

No.	TRIBE
36	Fort Bidwell Indian Community of the Fort Bidwell Reservation of California
37	Fort Independence Indian Community of Paiute Indians of the Fort Independence Reservation
38	Fort Mojave Indian Tribe of Arizona, California & Nevada
39	Greenville Rancheria (previously listed as the Greenville Rancheria of Maidu Indians of California)
40	Grindstone Indian Rancheria of Wintun-Wailaki Indians of California
41	Guidiville Rancheria of California
42	Habematolel Pomo of Upper Lake
43	Hoopa Valley Tribe
44	Hopland Band of Pomo Indians (formerly Hopland Band of Pomo Indians of the Hopland Rancheria)
45	Ilipay Nation of Santa Ysabel (previously listed as the Santa Ysabel Band of Diegueno Mission Indians of the Santa Ysabel Reservation)
46	Inaja Band of Diegueno Mission Indians of the Inaja and Cosmit Reservation
47	Ione Band of Miwok Indians of California
48	Jackson Band of Miwok Indians (previously listed as the Jackson Rancheria of Me-Wuk Indians of California)
49	Jamul Indian Village of California
50	Karuk Tribe (previously listed as the Karuk Tribe of California)
51	Kashia Band of Pomo Indians of the Stewarts Point Rancheria
52	Kletsel Dehe Band of Wintun Indians (previously listed as the Cortina Indian Rancheria and the Cortina Indian Rancheria of Wintun Indians of California)
53	Koi Nation of Northern California (previously listed as the Lower Lake Rancheria)



No.	TRIBE
54	La Jolla Band of Luiseno Indians (previously listed as the La Jolla Band of Luiseno Mission Indians of the La Jolla Reservation)
55	La Posta Band of Diegueno Mission Indians of the La Posta Indian Reservation
56	Lone Pine Paiute-Shoshone Tribe (previously listed as the Paiute-Shoshone Indians of the Lone Pine Community of the Lone Pine Reservation)
57	Los Coyotes Band of Cahuilla and Cupeno Indians (previously listed as the Los Coyotes Band of Cahuilla & Cupeno Indians of the Los Coyotes Reservation)
58	Lytton Rancheria of California
59	Manchester Band of Pomo Indians of the Manchester Rancheria (previously listed as the Manchester Band of Pomo Indians of the Manchester-Point Arena Rancheria)
60	Manzanita Band of Diegueno Mission Indians of the Manzanita Reservation
61	Mechoopda Indian Tribe of Chico Rancheria
62	Mesa Grande Band of Diegueno Mission Indians of the Mesa Grande Reservation
63	Middletown Rancheria of Pomo Indians of California
64	Mooretown Rancheria of Maidu Indians of California
65	Morongo Band of Mission Indians (previously listed as the Morongo Band of Cahuilla Mission Indians of the Morongo Reservation)
66	Northfork Rancheria of Mono Indians of California
67	Pala Band of Mission Indians (previously listed as the Pala Band of Luiseno Mission Indians of the Pala Reservation)
68	Paskenta Band of Nomlaki Indians of California
69	Pauma Band of Luiseno Mission Indians of the Pauma & Yuima Reservation
70	Pechanga Band of Luiseno Mission Indians of the Pechanga Reservation
71	Picayune Rancheria of Chukchansi Indians of California

No.	TRIBE
72	Pinoleville Pomo Nation (previously listed as the Pinoleville Rancheria of Pomo Indians of California)
73	Pit River Tribe (includes XL Ranch, Big Bend, Likely, Lookout, Montgomery Creek and Roaring Creek Rancherias)
74	Potter Valley Tribe
75	Quartz Valley Indian Community of the Quartz Valley Reservation of California
76	Quechan Tribe of the Fort Yuma Indian Reservation, California & Arizona
77	Ramona Band of Cahuilla (previously listed as the Ramona Band or Village of Cahuilla Mission Indians of California)
78	Redding Rancheria
79	Redwood Valley or Little River Band of Pomo Indians of the Redwood Valley Rancheria California (previously listed as the Redwood Valley Rancheria of Pomo Indians of California)
80	Resighini Rancheria
81	Rincon Band of Luiseno Mission Indians of the Rincon Reservation
82	Robinson Rancheria (previously listed as the Robinson Rancheria Band of Pomo Indians, California and the Robinson Rancheria of Pomo Indians of California)
83	Round Valley Indian Tribes, Round Valley Reservation (previously listed as the Round Valley Indian Tribes of the Round Valley Reservation)
84	San Manuel Band of Mission Indians (previously listed as the San Manuel Band of Serrano Mission Indians of the San Manuel Reservation)
85	San Pasqual Band of Diegueno Mission Indians of California
86	Santa Rosa Band of Cahuilla Indians (previously listed as the Santa Rosa Band of Cahuilla Mission Indians of the Santa Rosa Reservation)
87	Santa Rosa Indian Community of the Santa Rosa Rancheria
88	Santa Ynez Band of Chumash Mission Indians of the Santa Ynez Reservation

No.	TRIBE
89	Scotts Valley Band of Pomo Indians of California
90	Sherwood Valley Rancheria of Pomo Indians of California
91	Shingle Springs Band of Miwok Indians, Shingle Springs Rancheria (Verona Tract)
92	Soboba Band of Luiseno Indians
93	Susanville Indian Rancheria
94	Sycuan Band of the Kumeyaay Nation
95	Table Mountain Rancheria of California
96	Tejon Indian Tribe
97	Tolowa Dee-ni' Nation (previously listed as the Smith River Rancheria)
98	Torres Martinez Desert Cahuilla Indians (previously listed as the Torres-Martinez Band of Cahuilla Mission Indians of California)
99	Tule River Indian Tribe of the Tule River Reservation
100	Tuolumne Band of Me-Wuk Indians of the Tuolumne Rancheria of California
101	Twenty-Nine Palms Band of Mission Indians of California
102	United Auburn Indian Community of the Auburn Rancheria of California
103	Utu Utu Gwaitu Paiute Tribe of the Benton Paiute Reservation
104	Viejas (Baron Long) Group of Capitan Grande Band of Mission Indians of the Viejas Reservation <sup>2</sup>
105	Washoe Tribe of Nevada & California (Carson Colony, Dresslerville Colony, Woodfords Community, Stewart Community, & Washoe Ranches)
106	Wilton Rancheria
107	Wiyot Tribe (previously listed as the Table Bluff Reservation—Wiyot Tribe)

No.	TRIBE
108	Yocha Dehe Wintun Nation (previously listed as the Rumsey Indian Rancheria of Wintun Indians of California)
109	Yurok Tribe of the Yurok Reservation

Attachment E-3

<sup>1</sup> The Tribe is listed as the Capitan Grande Band of Diegueno Mission Indians of California: Barona Group of Capitan Grande Band of Mission Indians of the Barona Reservation on the Federal Register Notice dated January 30, 2018

<sup>2</sup> The Tribe is listed as the Capitan Grande Band of Diegueno Mission Indians of California: Viejas (Baron Long) Group of Capitan Grande Band of Mission Indians of the Viejas Reservation on the Federal Register Notice dated January 30, 2018

## APPENDIX B

### Criteria for Non-Governmental Organizations Receiving 2019 Tribal Youth Diversion Grant Funds

(Page 1 of 2)

The 2019 Tribal Youth Diversion Grant Request for Proposals (RFP) includes requirements that apply to non-governmental, community-based organizations that subcontract with the grantee to implement the proposal. Grantees are responsible for ensuring that all contracted third parties continually meet these requirements as a condition of receiving any Tribal Youth Diversion Grant funds. The RFP describes these requirements as follows:

Any Non-Governmental Organization which receives Tribal Youth Diversion Grant funds must:

- Have been duly organized, in existence, and in good standing for at least six months prior to the effective date of its fiscal agreement with the TYD grantee. Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the grantee-subcontractor fiscal agreement.
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship);
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have an address.

In the table below, provide the name of the Grantee and list all contracted parties.

**Grantee:**

Name of Contracted Party	Address	Email / Phone	Meets All Requirements
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Grantees are required to update this list and submit it to BSCC any time a new third-party contract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the Tribal Youth Diversion RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.

Unless prior approval is obtained, the BSCC prohibits disbursement or reimbursement to any NGO that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

**A signature below is an assurance that all requirements  
listed above have been met.**

<b>AUTHORIZED SIGNATURE</b> (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE		TELEPHONE
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
SIGNATURE x		DATE	

## APPENDIX C

### Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft, and Embezzlement

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

By checking the following boxes and signing below, applicant affirms that:

☐ I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.

☐ I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

☐ I/We will hold subgrantees and subcontractors to these same requirements.

A grantee may make a request in writing to the Executive Director of the BSCC for an exception to the debarment policy. Any determination made by the Executive Director shall be made in writing.

<b>AUTHORIZED SIGNATURE</b> <small>(This document must be signed by the person who is authorized to sign the Grant Agreement.)</small>			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
AUTHOTIZED OFFICER SIGNATURE <b>(Blue Ink Only)</b> <div style="border-bottom: 1px solid black; width: 100%; margin-top: 5px;">X</div>			DATE <div style="border-bottom: 1px solid black; width: 100%; margin-top: 5px;"></div>

**APPENDIX D**  
**SAMPLE: Governing Board or Tribal Council Resolution**

Before grant funds can be reimbursed, grantees must submit a resolution from its Governing Board or Tribal Council that delegates authority to the individual authorized to execute the grant agreement.

Below is assurance language that, at a minimum, must be included in the resolution submitted to the Board of State and Community Corrections. While these assurances must be made by each grantee, they are not required to be in this format.

Applicants are encouraged (but not required) to submit the resolution with their application.

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WHEREAS the **(insert name of Applicant Tribe)** desires to participate in the 2019 Tribal Youth Diversion Grant program funded through the California State General Fund and administered by the Board of State and Community Corrections (hereafter referred to as BSCC).

NOW, THEREFORE, BE IT RESOLVED that the **(insert title of designated official)** be authorized on behalf of the **(insert name of Governing Board or Tribal Council)** to submit the grant proposal for this funding and sign the Grant Agreement with the BSCC, including any amendments thereof.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

Passed, approved, and adopted by the **(insert name of Governing Board or Tribal Council)** in a meeting thereof held on **(insert date)** by the following:

Ayes:

Nos:

Absent:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

ATTEST: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_



## APPENDIX E

### Glossary of Terms

#### **Diversion**

Youth diversion is broadly defined as an approach that promotes positive youth development by relying on responses that prevent a young person's involvement or further involvement in the justice system. Diversion programs, which may follow a variety of different models, aim to divert youth from system engagement at the earliest possible point including school, law enforcement, probation, or prosecution.

For the purposes of the Tribal Youth Diversion Grant, the definition of diversion also recognizes that services rooted in Native American culture in and of themselves constitute a diversion approach.

#### **Health-Based**

Tribal Youth Diversion projects must incorporate health-based interventions, with an emphasis on wellness-based approaches. As adapted from the World Health Organization's definition, "wellness" is defined for the purposes of this grant as a state of complete physical, mental, spiritual, and social wellbeing and not merely the absence of disease or infirmity.

#### **Cultural Relevance**

For the purposes of this grant, culturally relevant programs incorporate an awareness and understanding of, as well as a capacity to honor, the specific tribal customs, traditions and beliefs pertinent to the population being served. In a broader sense, cultural relevancy acknowledges the influence of the child's identity characteristics on the child's experience of the world and incorporates perspectives into the program's environment. These identity characteristics include racial/ethnic, gender, class, religion, educational, sexual orientation, gender identity, family heritage, disability, and any other identity the child communicates as important.

Any sub-grantee/sub-recipient that receives Tribal Youth Diversion Grant funds must utilize programs, practices, and approaches that embed cultural relevancy.

#### **Trauma-Informed**

"Trauma-informed" means an approach that involves an understanding of adverse childhood experiences and responding to symptoms of chronic interpersonal trauma and traumatic stress across the lifespan of an individual. A Trauma-Informed approach in the diversion system is one in which all diversion partners should recognize and respond to the impact of traumatic stress and apply a trauma-informed approach that is designed to meet the individual needs of each child.

Tribal Youth Diversion projects must be based on trauma-informed interventions that incorporate historical trauma. Historical trauma refers to a complex and reflective trauma exposure over time and across generations by a group of people who share an identity, affiliation or circumstance.

#### **Service Need Determination**

In considering whether to provide diversion services to potential program participants, service providers receiving funding under this grant must use an approach that is trauma-informed, culturally relevant and developmental appropriate. Approaches could include,

but are not limited to, surveys or interviews. Applicants must thoroughly explain and justify their proposed approach for deciding which youth will be selected or chosen for program participation. Every applicant must identify some methodology for determining whether a potential program participant would benefit from services and, if so, which specific services each youth is best matched with.

### **Local Evaluation Plan and Local Evaluation Report<sup>2</sup>**

The primary purpose of the Local Evaluation Plan and Local Evaluation Report<sup>3</sup> is to assess whether the program “worked” in terms of achieving its goals and objectives. Outcome measures are designed to answer the question: “What results did the program produce?” Examples of outcome measures could include:

- Results of pre/post surveys (e.g., improvements in the number of high school graduates).
- Implementation of programs aimed at reducing the number of referrals for alcohol and substance use.
- Changes in policies that improve Indian children access to culturally rooted services.

### **Goal versus Objective**

Goals and objectives are terms in common use, sometimes used interchangeably because both refer to the intended results of program activities. Goals are longer-term than objectives, more broadly stated and govern the specific objectives to which program activities are directed.

In proposals, goals are defined by broad statements of what the program intends to accomplish, representing the long-term intended outcome of the program<sup>4</sup>.

Examples of goal statements<sup>5</sup>:

- To reduce the number of Indian Children who commit serious offenses.
- To reduce the number of Indian Children who exhibit a pattern of chronic offending.
- To divert Indian Children who commit nonviolent offenses from state juvenile correctional institutions.
- To restore the losses suffered by the victims of crimes.

Objectives are statements of specific, measurable aims of program activities. Objectives detail the tasks that must be completed to achieve goals. Descriptions of objectives in the proposals should include three elements<sup>6</sup>:

- 1) Direction – the expected change or accomplishment (e.g., improve, maintain);
- 2) Timeframe – when the objective will be achieved; and

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<sup>2</sup>Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 7. Retrieved from <http://www.jrsa.org/pubs/juv-justice/program-evaluation.pdf>.

<sup>3</sup> *Id* at pp. 7-8.

<sup>4</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)*. Retrieved from <http://www.jrsa.org/pubs/juv-justice/program-evaluation.pdf>. See also New York State Division of Criminal Justice Services. *A Guide to Developing Goals and Objectives for Your Program*. Retrieved from <http://www.criminaljustice.ny.gov/ofpa/goalwrite.htm>.

<sup>5</sup> *Id.* at p. 4.

<sup>6</sup> Justice Research and Statistics Association, Juvenile Justice Evaluation Center. (2003, June). *Juvenile Justice Program Evaluation: An overview (Second Edition)* p. 5. Retrieved from <http://www.jrsa.org/pubs/juv-justice/program-evaluation.pdf>.

### 3) Target Population– who is affected by the objective.

Examples of program objectives<sup>7</sup>:

- By the end of the program, drug-addicted Indian Children will recognize the long-term consequences of drug use.
- To place eligible Indian Children in an intensive supervision program within two weeks of adjudication to ensure their accountability and the community's safety.
- To ensure the Indian Children in this program carry out all the terms of the mediation agreements they have worked out with their victims by program completion.

### **Principles of Effective Intervention**

During the past two decades, there has been renewed interest in examining correctional research. These efforts have been led by researchers such as Gendreau, Andrews, Cullen, Lipsey and others.<sup>8</sup> Much evidence has been generated, leading to the conclusion that many rehabilitation programs have, in fact, produced significant reductions in recidivism. The next critical issue became the identification of those characteristics most commonly associated with effective programs. Through the work of numerous scholars (Andrews et al., 1990<sup>9</sup>; Cullen and Gendreau, 2000<sup>10</sup>; Lipsey 1999<sup>11</sup>), several “principles of effective intervention” have been identified. These principles can be briefly categorized as the following:

- Assess Risk/Needs
- Enhance Intrinsic Motivation
- Target Interventions
  - Risk Principle
  - Need Principle
  - Responsivity Principle
  - Dosage
  - Treatment Principle
- Skill Train with Directed Practice
- Increase Positive Reinforcement
- Engage Ongoing Support in Natural Communities
- Measure Relevant Processes/Practices
- Provide Measurement Feedback

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<sup>7</sup> *Id.*

<sup>8</sup> For a thorough review of this research, see Cullen, F.T. and B.K. Applegate. 1998. *Offender rehabilitation: Effective correctional intervention*. Brookfield, Vt.: Ashgate Dartmouth.

<sup>9</sup> Andrews, D.A., I. Zinger, R.D. Hoge, J. Bonta, P. Gendreau and F.T. Cullen. 1990. Does correctional treatment work? A clinically relevant and psychologically informed meta-analysis. *Criminology* 28(3):369-404.

<sup>10</sup> Cullen, F.T. and P. Gendreau. 2000. Assessing correctional rehabilitation: Policy, practice, and prospects. In *Criminal justice 2000: Volume 3 – Policies, processes, and decisions of the criminal justice system*, ed. J. Horney, 109-175. Washington, D.C.: U.S. Department of Justice, National Institute of Justice.

<sup>11</sup> Lipsey, M.W. 1999. Can intervention rehabilitate serious delinquents? *The Annals of the American Academy of Political and Social Science*, 564(2):142-166.

## APPENDIX F

### SAMPLE: Local Evaluation Plan Components

A Local Evaluation Plan (LEP) should, at a minimum, address the following:

1. What are the Project Goals?
2. What are the corresponding Project Objectives?
3. Define the targeted youth (for example: gender, age, risk factors, prior involvement with the juvenile justice system (if applicable), etc.
4. Describe the process for determining which interventions(s) and/or services a participant needs and will receive.
5. How does the project plan to document the services within the intervention(s) and/or services provided to each participant?
6. What is the estimated number of participants receiving the different intervention(s) and/or services being provided by the project?
7. How does the project plan to track the participants in terms of their progress in the project (for example start dates, attendance logs, dropouts, successful completions, progress milestones, etc.)?
8. Describe the project-oversight structure and overall decision-making process for the project.
9. How does the project anticipate ensuring project components are being monitored, determined effective, and adjusted as necessary?
10. Describe the project's plan for documenting activities performed by staff and contracted providers, if applicable.
11. What outcome variables/measures will be tracked and how will the project track/record these?
12. Detail the criteria for determining participant success/failure in the project.
13. Identify the method of determining if the project achieved the goals provided above.
14. How does the project plan to document the cost per participant?



**APPENDIX H**  
**2019 Tribal Youth Diversion Executive Steering Committee**  
**Membership Roster**

	Name	Title	Organization
1	Michael Ertola (Chair)	Chief Probation Officer & BSCC Board Member	Nevada County
2	Dayna Barrios	Youth Initiatives Project Director	Sacramento Native American Health Center
3	Peter LaVallee	Retired	Non-Profit Youth Program Administrator – Humboldt County
4	Denise Villamil	Program Director	Alma Family Services
5	Bill Denke	Police Chief	Sycuan Tribal Police Department

## APPENDIX I: SAMPLE – Grant Agreement

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES

### STANDARD AGREEMENT

STD 213 (Rev 03/2019)

AGREEMENT NUMBER

**BSCC XXX-20**

PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTOR NAME

**GRANTEE NAME**

2. The term of this Agreement is:

START DATE

**JULY 1, 2020**

THROUGH END DATE

**MARCH 31, 2024**

3. The maximum amount of this Agreement is:

**\$000,000.00**

4. The parties agree to comply with the terms and conditions of the following exhibits, attachments, and appendices which are by this reference made a part of the Agreement.

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	3
Exhibit B	Budget Detail and Payment Provisions	5
Exhibit C	General Terms and Conditions (04/2017)	4
Exhibit D	Special Terms and Conditions	5
Attachment 1*	2019 Tribal Youth Diversion Program Request for Proposals	*
Attachment 2	2019 Tribal Youth Diversion Program Application for Funding	xx
Appendix A	2019 Executive Steering Committee	2
Appendix B	Criteria for Non-Governmental Organizations Receiving TYD Program Funds	2

\* This item is hereby incorporated by reference and can be viewed at: [http://www.bscc.ca.gov/s\\_youthreinvestmentgrant](http://www.bscc.ca.gov/s_youthreinvestmentgrant)

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

### CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

**GRANTEE NAME**

CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP
PRINTED NAME OF PERSON SIGNING	TITLE		
CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED		

### STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTING AGENCY ADDRESS	CITY	STATE	ZIP
2590 Venture Oaks Way, Suite 200	Sacramento	CA	95833
PRINTED NAME OF PERSON SIGNING	TITLE		
RICARDO GOODRIDGE	Deputy Director		
CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED		

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL: EXEMPT PER SCM, VOLUME 1, CH. 4.06

**EXHIBIT A**  
**SAMPLE - SCOPE OF WORK**

**1. GRANT AGREEMENT – TRIBAL YOUTH DIVERSION PROGRAM**

This Grant Agreement is between the State of California, Board of State and Community Corrections (hereafter referred to as the BSCC) and XXX (hereafter referred to as the Grantee).

**2. PROJECT SUMMARY AND ADMINISTRATION**

- A. Project Summary here....
- B. Grantee agrees to administer the project in accordance with Attachment 1: 2019 Tribal Youth Diversion Grant Request for Proposals (incorporated by reference) and Attachment 2: 2019 Tribal Youth Diversion Grant Application for Funding, which are attached hereto and made part of this agreement.

**3. PROJECT OFFICIALS**

- A. The BSCC's Executive Director or designee shall be the BSCC's representative for administration of the Grant Agreement and shall have authority to make determinations relating to any controversies that may arise under or regarding the interpretation, performance, or payment for work performed under this Grant Agreement.
- B. The Grantee's project officials shall be those identified as follows:

**Authorized Officer** with legal authority to sign:

Name:  
Title:  
Address:  
Phone:

**Designated Financial Officer** authorized to receive warrants:

Name:  
Title:  
Address:  
Phone:  
Email:

**Project Director** authorized to administer the project:

Name:  
Title:  
Address:  
Phone:  
Email:

- C. Either party may change its project representatives upon written notice to the other party.
- D. By signing this Grant Agreement, the Authorized Officer listed above warrants that he or she has full legal authority to bind the entity for which he or she signs.



**EXHIBIT A**  
**SAMPLE - SCOPE OF WORK**

**4. DATA COLLECTION**

Grantees will be required to comply with all data collection and reporting requirements as described in the 2019 Tribal Youth Diversion Grant Request for Proposals (RFP).

**5. REPORTING REQUIREMENTS**

**A. Quarterly Progress Reports**

Grantee will submit quarterly progress reports in a format prescribed by the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

Progress Reporting Periods	Due no later than:
1. July 1, 2020 to September 30, 2020	November 16, 2020
2. October 1, 2020 to December 31, 2020	February 15, 2021
3. January 1, 2021 to March 31, 2021	May 17, 2021
4. April 1, 2021 to June 30, 2021	August 16, 2021
5. July 1, 2021 to September 30, 2021	November 15, 2021
6. October 1, 2021 to December 31, 2021	February 14, 2022
7. January 1, 2022 to March 31, 2022	May 16, 2022
8. April 1, 2022 to June 30, 2022	August 15, 2022
9. July 1, 2022 to September 30, 2022	November 14, 2022
10. October 1, 2022 to December 31, 2022	February 14, 2023
11. January 1, 2023 to March 31, 2023	May 15, 2023
12. April 1, 2023 to June 30, 2023	August 14, 2023
13. July 1, 2023 to September 30, 2023	November 14, 2023
14. October 1, 2023 to December 31, 2023	February 14, 2024

**B. Evaluation Documents**

1. Local Evaluation Plan	Due no later than: October 30, 2020
2. Local Evaluation Report	March 31, 2024

**C. Other**

Grantees shall submit all other reports and data as required by the BSCC.

**6. AUDIT REQUIREMENT**

- A. The BSCC reserves the right to call for a program or financial audit at any time between the execution of the contract and three (3) years following the end of the grant period.
- B. The Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this grant.

**7. PROJECT RECORDS**

- A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions taken with respect to the project, including

**EXHIBIT A**  
**SAMPLE - SCOPE OF WORK**

copies of this Grant Agreement, approved program/budget modifications, financial records, and required reports.

The Grantee shall establish separate accounting records and maintain documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds, including grant funds and any matching funds by the Grantee and the total cost of the project. Source documentation includes copies of all awards, applications, approved modifications, financial records, and narrative reports.

- B. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they are employed full-time or part-time. Time and effort reports are also required for all subcontractors and consultants.
- C. The grantee shall maintain documentation of donated goods and/or services, including the basis for valuation.
- D. Grantee agrees to protect records adequately from fire or other damage. When records are stored away from the Grantee's principal office, a written index of the location of records stored must be on hand and ready access must be assured.
- E. All Grantee records relevant to the project must be preserved a minimum of three (3) years after closeout of the grant project and shall be subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and auditing by the BSCC or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three (3) year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three (3) year period, whichever is later.

**8. CONFLICT OF INTEREST**

- A. Existing law prohibits any grantee, subgrantee, partner, or like party who participated on the Tribal Youth Diversion Grant Executive Steering Committee (ESC) from receiving funds from the 2019 Tribal Youth Diversion grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Tribal Youth Diversion ESC membership roster (see Contract Appendix A) and ensuring that no grant dollars are passed through to any entity represented by the members of the ESC.
- B. In cases of an actual conflict of interest with an ESC member, the BSCC may revoke the grant award and legal consequences could exist for the parties involved, including, but not limited to, repayment of the grant award.

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. INVOICING AND PAYMENTS**

- A. The BSCC will disburse one-third of awarded funds to grantees after the Grant Agreement is fully executed. Please note: the initial disbursement may take up to 75 days from the date the Grant Agreement is fully executed to be processed and sent to Grantee. The Grantee shall agree to deposit grant funds into a banking account established by the Grantee and the grant funds shall not be comingled with any other funds. Any interest earned on the account may only be used for allowable expenses during the grant period. Grantee shall only use grant funds for allowable costs (see Exhibit B, "Project Costs") and shall provide invoices and supporting documentation to the BSCC upon request and on a quarterly basis as set forth in the schedule below. When Grantee has expended 80% of the first one-third of disbursed funds, Grantee may request that the BSCC disburse the next one-third of the award. The BSCC shall remit the second one-third of the award within 45 days of grantees request provided the grantee has satisfied the terms and conditions of this grant agreement, Grantee has submitted the required documentation of expenditures, and the BSCC has approved the expenditures. When the Grantee has expended 80% of the total disbursed funds, Grantee may request that the BSCC disburse the final one-third of the award. The BSCC shall remit the final one-third of the award within 45 days of Grantee's request provided the Grantee has satisfied the terms and conditions of this grant agreement, Grantee has submitted the required documentation of expenditures, and the BSCC has approved the expenditures.

**Monthly Invoicing Periods**

1. July 1, 2020 to July 31, 2020
2. August 1, 2020 to August 31, 2020
3. September 1, 2020 to September 30, 2020
4. October 1, 2020 to October 31, 2020
5. November 1, 2020 to November 30, 2020
6. December 1, 2020 to December 31, 2020
7. January 1, 2021 to January 31, 2021
8. February 1, 2021 to February 29, 2021
9. March 1, 2021 to March 31, 2021
10. April 1, 2021 to April 30, 2021
11. May 1, 2021 to May 31, 2021
12. June 1, 2021 to June 30, 2021
13. July 1, 2021 to July 31, 2021
14. August 1, 2021 to August 31, 2021
15. September 1, 2021 to September 30, 2021
16. October 1, 2021 to October 31, 2021
17. November 1, 2021 to November 30, 2021
18. December 1, 2021 to December 31, 2021
19. January 1, 2022 to January 31, 2022

**Due No Later Than:**

- September 14, 2020  
October 15, 2020  
November 14, 2020  
December 16, 2020  
January 14, 2021  
February 14, 2021  
March 16, 2021  
April 14, 2021  
May 15, 2021  
June 15, 2021  
July 15, 2021  
August 14, 2021  
September 14, 2021  
October 15, 2021  
November 16, 2021  
December 16, 2021  
January 14, 2022  
February 14, 2022  
March 17, 2022

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

20. February 1, 2022 to February 28, 2022	April 14, 2022
21. March 1, 2022 to March 31, 2022	May 17, 2022
22. April 1, 2022 to April 30, 2022	June 14, 2022
23. May 1, 2022 to May 31, 2022	July 15, 2022
24. June 1, 2022 to June 30, 2022	August 16, 2022
25. July 1, 2022 to July 31, 2022	September 14, 2022
26. August 1, 2022 to August 31, 2022	October 14, 2022
27. September 1, 2022 to September 30, 2022	November 15, 2022
28. October 1, 2022 to October 31, 2022	December 15, 2022
29. November 1, 2022 to November 30, 2022	January 14, 2023
30. December 1, 2022 to December 31, 2022	February 14, 2023
31. January 1, 2023 to January 31, 2023	March 17, 2023
32. February 1, 2023 to February 28, 2023	April 14, 2023
33. March 1, 2023 to March 31, 2023	May 16, 2023
34. April 1, 2023 to April 30, 2023	June 14, 2023
35. May 1, 2023 to May 31, 2023	July 15, 2023
36. June 1, 2023 to June 30, 2023	August 15, 2023
37. July 1, 2023 to July 31, 2023	September 15, 2023
38. August 1, 2023 to August 31, 2023	October 15, 2023
39. September 1, 2023 to September 30, 2023	November 15, 2023
40. October 1, 2023 to October 31, 2023	December 15, 2023
41. November 1, 2023 to November 30, 2023	January 15, 2024
42. December 1, 2023 to December 31, 2023	February 15, 2024
Local Evaluation Report Invoicing Periods	Due no later than
43. January 1, 2024 to January 31, 2024	March 15, 2024
44. February 1, 2024 to February 29, 2024	April 15, 2022
45. March 1, 2024 to March 31, 2024	May 15, 2024

- B. If, at any time, the BSCC determines that the advance payment schedule set forth in Paragraph 1(A) is no longer appropriate for the administration of the grant program, the BSCC may require Grantee to receive reimbursement in arrears upon 30-day notice to Grantee.
- C. All grant project expenditures (excluding Local Evaluation Report costs) and all obligated match contributions must be incurred by the end of the grant project cycle, December 31, 2023, and included on the final invoice due February 15, 2024. Project costs/match contributions incurred after December 31, 2023 will not be reimbursed/eligible for contribution.
- D. The Local Evaluation Report is due to the BSCC by March 31, 2024. Only those expenditures incurred solely for the completion of the Final Local Evaluation Report will be reimbursed during the Local Evaluation Report Invoicing Periods (invoices 43-45, due dates listed above). All fiscal supporting documentation for expenditures

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

related to the Local Evaluation Report must be submitted to the BSCC by the due date of the final invoice due on May 15, 2024.

- E. An invoice is due to the BSCC even if grant funds are not expended during the reporting period. Supporting documentation must be submitted for expenditures upon BSCC's request. All supporting documentation must be maintained by the grantee on site and be readily available for review during BSCC site visits.
- F. Any unspent funds remaining at the end of the grant period, including any interest earned, must be returned to the BSCC within 30 days of the end of the grant agreement.

**2. GRANT AMOUNT AND LIMITATION**

- A. In no event shall the BSCC be obligated to pay any amount in excess of the grant award. Grantee waives any and all claims against the BSCC and the State of California on account of project costs that may exceed the sum of the grant award.
- B. Under no circumstance will a budget modification be authorized that would cause the project to exceed the amount of the grant award identified in this Grant Agreement.

**3. BUDGET CONTINGENCY CLAUSE**

- A. This grant agreement is valid through Tribal Youth Diversion Grant funding generated from the General Fund. The Grantee agrees that the BSCC's obligation to pay any sum to the grantee under any provision of this agreement is contingent upon the availability of sufficient funding granted through the California Budget Act of 2019 (Chapter 23, Statutes of 2019). It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Grant Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- B. If Tribal Youth Diversion Grant funding is reduced or falls below estimates contained within the TYD Request for Proposals, the BSCC shall have the option to either cancel this Grant Agreement with no liability occurring to the BSCC or offer an amendment to this agreement to the Grantee to reflect a reduced amount.
- C. If BSCC cancels the agreement pursuant to Paragraph 3(B) or Grantee does not agree to an amendment in accordance with the option provided by Paragraph 3(B), it is mutually agreed that the Grant Agreement shall have no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement except that Grantee shall be required to maintain all project records required by Paragraph 6 of Exhibit A for a period of three (3) years following the termination of this agreement.

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

**4. PROJECT COSTS**

- A. The grantee agrees to comply with the BSCC Grant Administration Guide requirements as posted on the BSCC website (currently the BSCC Grant Administration Guide July 2016) including any updated version that may be posted during the term of the grant agreement. The BSCC will notify grantees whenever an updated version is posted. The BSCC Grant Administration Guide is available at <http://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2016.pdf>.
- B. The provisions of the BSCC Grant Administration Guide are incorporated by reference into this agreement and Grantee shall be responsible for adhering to the requirements set forth therein. To the extent any of the provisions of the BSCC Grant Administration Guide and this agreement conflict, the language in this agreement shall prevail.
- C. Grantee is responsible for ensuring that invoices submitted to the BSCC document actual expenditures for eligible project costs.
- D. Grantee shall, upon demand, remit to the BSCC any grant funds not expended for eligible project costs or an amount equal to any grant funds expended by the Grantee in violation of the terms, provisions, conditions or commitments of this Grant Agreement.
- E. Grant funds must be used to support new program activities or to augment existing funds that expand current program activities. Grant funds shall not replace (supplant) any federal, state and/or local funds that have been appropriated for the same purpose. Violations can result in recoupment of monies provided under this grantor suspension of future program funding through BSCC grants.

**5. PROMPT PAYMENT CLAUSE**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**6. WITHHOLDING OF GRANT DISBURSEMENTS**

- B. The BSCC may withhold all or any portion of the grant funds provided by this grant agreement in the event the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement.
- C. The BSCC will not approve Grantee expenditures for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently deemed ineligible, the BSCC may either withhold an equal amount from future payments to the Grantee or require repayment of an equal amount to the State by the Grantee.
- D. In the event that grant funds are withheld from the Grantee, the BSCC's Executive Director or designee shall notify the Grantee of the reasons for withholding and advise the Grantee of the time within which the Grantee may remedy the failure or violation leading to the withholding.

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

**7. PROJECT BUDGET**

Total Budget	Grant Funds
1. Salaries and Benefits	\$0
2. Services and Supplies	\$0
3. Professional Services	\$0
4. Non-Governmental Organization (NGO) Subcontracts	\$0
5. Equipment/Fixed Assets	\$0
6. Data Collection	\$0
7. Project Evaluation	\$0
8. Other (Travel, Training, etc.)	\$0
9. Indirect Costs	\$0
<b>TOTAL</b>	<b>\$0</b>

**EXHIBIT C**  
**SAMPLE - GENERAL TERMS AND CONDITIONS (04/2017)**

1. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. **AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. **ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. **AUDIT:** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §§10115 et seq., CCR Title 2, Section 1896).
5. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. **DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. **TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.
8. **INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
9. **RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or



**EXHIBIT C**  
**SAMPLE - GENERAL TERMS AND CONDITIONS (04/2017)**

sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).

**10. NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §§11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

**11. CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

**12. TIMELINESS:** Time is of the essence in this Agreement.

**13. COMPENSATION:** The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

**14. GOVERNING LAW:** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.

**15. ANTITRUST CLAIMS:** The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

A. The Government Code Chapter on Antitrust claims contains the following definitions:

**EXHIBIT C**  
**SAMPLE - GENERAL TERMS AND CONDITIONS (04/2017)**

- 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
- 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.

- B. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.
- C. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
- D. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

**16. CHILD SUPPORT COMPLIANCE ACT:** For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

- A. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- B. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

**17. UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

**EXHIBIT C**

**SAMPLE - GENERAL TERMS AND CONDITIONS (04/2017)**

**18. PRIORITY HIRING CONSIDERATIONS:** If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

**19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:**

- A. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
- B. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

**20. LOSS LEADER:** If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344 (e).

**EXHIBIT D**  
**SAMPLE - SPECIAL TERMS AND CONDITIONS**

**1. GRANTEE'S GENERAL RESPONSIBILITY**

- G. Grantee agrees to comply with all terms and conditions of this Grant Agreement. Review and approval by the BSCC is solely for the purpose of proper administration of grant funds and shall not be deemed to relieve or restrict the Grantee's responsibility.
- H. Grantee is responsible for the performance of all project activities identified in Attachment 1: 2019 Tribal Youth Diversion Grant Request for Proposals and Attachment 2: 2019 Tribal Youth Diversion Grant Application for Funding.
- I. Grantee shall immediately advise the BSCC of any significant problems or changes that arise during the course of the project.

**2. GRANTEE ASSURANCES AND COMMITMENTS**

**A. Compliance with Laws and Regulations**

This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California. Grantee shall at all times comply with all applicable State laws, rules and regulations, and all applicable local ordinances.

**B. Fulfillment of Assurances and Declarations**

Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in Attachment 1: 2019 Tribal Youth Diversion Grant Request for Proposal and Attachment 2: 2019 Tribal Youth Diversion Grant Application for Funding, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.

**C. Permits and Licenses**

Grantee agrees to procure all permits and licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of the project work.

**3. POTENTIAL SUBCONTRACTORS**

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between this Grant Agreement and Grantee's agreement with a subcontractor, the language of this Grant Agreement will prevail.
- B. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relation between the BSCC and any subcontractors, and no subcontract shall relieve the Grantee of his responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the BSCC for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from the BSCC's obligation to make payments to the Grantee. As a result, the BSCC shall

**EXHIBIT D**  
**SAMPLE - SPECIAL TERMS AND CONDITIONS**

have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

- C. Grantee shall ensure that all subcontractors comply with the eligibility requirements stated in the 2019 Tribal Youth Diversion Grant RFP and described in Appendix B.
- D. Grantee assures that for any subcontract awarded by the Grantee, such insurance and fidelity bonds, as is customary and appropriate, will be obtained.
- E. Grantee agrees to place appropriate language in all subcontracts for work on the project requiring the Grantee's subcontractors to:

1) Books and Records

Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the subcontractor's work on the project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices, to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the final grant project audit under the Grant Agreement, and shall be subject to examination and/or audit by the BSCC or designees, state government auditors or designees, or by federal government auditors or designees.

2) Access to Books and Records

Make such books, records, supporting documentations, and other evidence available to the BSCC or designee, the State Controller's Office, the Department of General Services, the Department of Finance, California State Auditor, and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the final grant project audit. The Subcontractor shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant-funded project.

**4. PROJECT ACCESS**

Grantee shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff and documents at all reasonable times during the grant period including those maintained by subcontractors. Access to program records will be made available by both the grantee and the subcontractors for a period of three (3) years following the end of the grant period.

**5. ACCOUNTING AND AUDIT REQUIREMENTS**

- A. Grantee agrees that accounting procedures for grant funds received pursuant to this Grant Agreement shall be in accordance with generally accepted government accounting principles and practices, and adequate supporting documentation shall be maintained in such detail as to provide an audit trail. Supporting documentation

**EXHIBIT D**  
**SAMPLE - SPECIAL TERMS AND CONDITIONS**

shall permit the tracing of transactions from such documents to relevant accounting records, financial reports and invoices.

- B. The BSCC reserves the right to call for a program or financial audit at any time between the execution of this Grant Agreement and three years following the end of the grant period. At any time, the BSCC may disallow all or part of the cost of the activity or action determined to not be in compliance with the terms and conditions of this Grant Agreement, or take other remedies legally available.

**6. DEBARMENT, FRAUD, THEFT OR EMBEZZLEMENT**

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to grantees that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

All Grantees must have on file with the BSCC a completed and signed Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Required as Appendix C of the original Proposal Package).

**7. MODIFICATIONS**

No change or modification in the project will be permitted without prior written approval from the BSCC. Changes may include modification to project scope, changes to performance measures, compliance with collection of data elements, and other significant changes in the budget or program components contained in the Application for Funding. Changes shall not be implemented by the project until authorized by the BSCC.

**EXHIBIT D**  
**SAMPLE - SPECIAL TERMS AND CONDITIONS**

**8. TERMINATION**

- A. This Grant Agreement may be terminated by the BSCC at any time after grant award and prior to completion of project upon action or inaction by the Grantee that constitutes a material and substantial breach of this Grant Agreement. Such action or inaction includes but is not limited to:
- 1) substantial alteration of the scope of the grant project without prior written approval of the BSCC;
  - 2) refusal or inability to complete the grant project in a manner consistent with Attachment 1: 2019 Tribal Youth Diversion Grant Request for Proposals, Attachment 2: 2019 Tribal Youth Diversion Grant Application for Funding, or approved modifications;
  - 3) failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement.
- B. Prior to terminating the Grant Agreement under this provision, the BSCC shall provide the Grantee at least 30 calendar days written notice stating the reasons for termination and effective date thereof. The Grantee may appeal the termination decision in accordance with the instructions listed in Exhibit D: Special Terms and Conditions, Number 9. Settlement of Disputes.

**9. SETTLEMENT OF DISPUTES**

- A. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Grantee shall submit to the BSCC Corrections Planning and Grant Programs Division Deputy Director a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this Grant Agreement. Grantee's written demand shall be fully supported by factual information. The BSCC Corrections Planning and Grant Programs Division Deputy Director shall have 30 days after receipt of Grantee's written demand invoking this Section "Disputes" to render a written decision. If a written decision is not rendered within 30 days after receipt of the Grantee's demand, it shall be deemed a decision adverse to the Grantee's contention. If the Grantee is not satisfied with the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the Grantee may appeal the decision, in writing, within 15 days of its issuance (or the expiration of the 30-day period in the event no decision is rendered), to the BSCC Executive Director, who shall have 45 days to render a final decision. If the Grantee does not appeal the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the decision shall be conclusive and binding regarding the dispute and the Contractor shall be barred from commencing an action in court, or with the Victims Compensation Government Claims Board, for failure to exhaust Grantee's administrative remedies.

**EXHIBIT D**  
**SAMPLE - SPECIAL TERMS AND CONDITIONS**

- B. Pending the final resolution of any dispute arising under, related to or involving this Grant Agreement, Grantee agrees to diligently proceed with the performance of this Grant Agreement, including the providing of services in accordance with the Grant Agreement. Grantee's failure to diligently proceed in accordance with the State's instructions regarding this Grant Agreement shall be considered a material breach of this Grant Agreement.
- C. Any final decision of the State shall be expressly identified as such, shall be in writing, and shall be signed by the Executive Director, if an appeal was made. If the Executive Director fails to render a final decision within 45 days after receipt of the Grantee's appeal for a final decision, it shall be deemed a final decision adverse to the Grantee's contentions. The State's final decision shall be conclusive and binding regarding the dispute unless the Grantee commences an action in a court of competent jurisdiction to contest such decision within 90 days following the date of the final decision or one (1) year following the accrual of the cause of action, whichever is later.
- D. The dates of decision and appeal in this section may be modified by mutual consent, as applicable, excepting the time to commence an action in a court of competent jurisdiction.

**10. UNION ACTIVITIES**

For all agreements, except fixed price contracts of \$50,000 or less, the Grantee acknowledges that applicability of Government Code Sections 16645 through 16649 to this Grant Agreement and agrees to the following:

- A. No State funds received under the Grant Agreement will be used to assist, promote or deter union organizing.
- B. Grantee will not, for any business conducted under the Grant Agreement, use any State property to hold meetings with employees or supervisors, if the purpose of such meetings is to assist, promote or deter union organizing, unless the State property is equally available to the general public for holding meetings.
- C. If Grantee incurs costs or makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no reimbursement from State funds has been sought for these costs, and that Grantee shall provide those records to the Attorney General upon request.

**11. WAIVER**

The parties hereto may waive any of their rights under this Grant Agreement unless such waiver is contrary to law, provided that any such waiver shall be in writing and signed by the party making such waiver.



**APPENDIX J**  
**SAMPLE: Tribal Youth Diversion Grant Quarterly Progress Report**

**Grantee Information**

Grantee: <input type="text"/>	BSCC Grant Award Number: <input type="text"/>
Project Title: <input type="text"/>	Date: <input type="text"/>
Prepared by: <input type="text"/>	Phone: <input type="text"/>
Title: <input type="text"/>	Email: <input type="text"/>

**Year 1 Reporting Quarters**

<input type="checkbox"/> <b>QUARTER 1</b> July 1 – September 30, 2020 Due: November 16, 2020	<input type="checkbox"/> <b>QUARTER 2</b> October 1 – December 31, 2020 Due: February 15, 2021	<input type="checkbox"/> <b>QUARTER 3</b> January 1 – March 31, 2021 Due: May 15, 2021	<input type="checkbox"/> <b>QUARTER 4</b> April 1 – June 30, 2021 Due: August 14, 2021
----------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------

**SECTION 1: General Project Overview**

Please provide an update on your efforts in administering your project during the reporting period.

**1. Expenditure Status**

Please report the status of your grant expenditure as of the end of the reporting quarter.

a. Tribal Youth Diversion Grant Award Amount	\$ <input type="text"/>
b. Amount Invoiced-to-Date (Sum of Quarterly Invoices)	\$ <input type="text"/>
c. Percent of Award Invoiced to Date (Amount above ÷ Award Amount)	<input type="text"/> %
d. In relation to the overall grant budget, are state Tribal Youth Diversion Grant funds being expended as planned and on schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, please explain why, and describe what expenditure plan(s) exist for the grant period. <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>	

## 2. Overall Progress & Accomplishments

Describe any significant progress or accomplishments made during this reporting period. For example: What progress has been made in terms of implementing, expanding, and/or improving your project? Has your project had any notable successes in terms reaching participant enrollment for the period, reaching other stated project goals, recognition from public officials and/or other jurisdictions/agencies, and/or receiving media coverage?

## 3. Overall Challenges

Describe any overall challenges/issues the project has encountered during the reporting period. Consider what may be affecting project effectiveness or may have the potential of affecting project outcomes and stated goals. Examples of areas where problems may exist are project administration, service delivery, rate of referrals, and participant enrollment or participation, agency processes, among others. Describe the plan to resolve identified challenges.

## 4. Project Highlight

Please provide one brief project highlight from this reporting period. Your highlight may include a case study of a participating youth, notable staff accomplishments, successful community engagement, or another project milestone. Please note: Do not identify individual participants by name if providing a highlight involving a specific youth.

SECTION 2: Tribe Identified Goals & Objectives

Enter the stated grant goals and objectives identified in the grant proposal (these will be the same across your grant period). Please provide updates for each goal/objective listed related to the report period.

GOAL 1:	
Objective 1a.	
Objective 1b.	
Objective 1c.	
1. Describe progress towards the stated goal and objectives during the reporting period.	
2. Describe any challenges towards the stated goal and objectives during the reporting period.	
3. If applicable, what steps were implemented to address challenges?	

GOAL 2:	
Objective 2a.	
Objective 2b.	
Objective 2c.	
1. Describe progress towards the stated goal and objectives during the reporting period.	
2. Describe any challenges towards the stated goal and objectives during the reporting period.	
3. If applicable, what steps were implemented to address challenges?	

Tribe Identified Goals & Objectives (cont.)

GOAL 3:	
Objective 3a.	
Objective 3b.	
Objective 3c.	
1. Describe progress towards the stated goal and objectives during the reporting period.	
2. Describe any challenges towards the stated goal and objectives during the reporting period.	
3. If applicable, what steps were implemented to address challenges?	

## SECTION 3: TYD Program Evaluation Reporting

This section is for reporting out quarterly information that will inform a program-wide evaluation of the TYD Grant.

### 1. Project Inputs & Implementation

Please indicate the status of each of your project implementation activities below and provide a brief description (e.g., what types of partnerships does the project need to be successful?). Please mark "N/A" for any activity that does not apply to the project.

<b>a. Partnerships.</b> Formal relationships between agencies, schools, and/or community organizations to support project goals.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Briefly describe: <input type="text"/>
Not started	Planning	Working on it	Complete/Established	N/A	
<b>b. Staffing and/or Volunteers.</b> Hiring/securing people for positions needed to complete programming.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Briefly describe: <input type="text"/>
Not started	Planning	Working on it	Complete/Established	N/A	
<b>c. Training.</b> Training provided to staff, law enforcement, community members, etc. to support project goals.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Briefly describe: <input type="text"/>
Not started	Planning	Working on it	Complete/Established	N/A	
<b>d. Identification, Outreach, &amp; Enrollment Process.</b> Process for identifying, conducting outreach, and enrolling youth into project intervention(s).					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Briefly describe: <input type="text"/>
Not started	Planning	Working on it	Complete/Established	N/A	
<b>e. Evidence-based Programming.</b> Intervention based on strategies that are culturally relevant and known to achieve positive youth outcomes.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Briefly describe: <input type="text"/>
Not started	Planning	Working on it	Complete/Established	N/A	
<b>f. Data Collection/Evaluation.</b> Systematic and ongoing data collection to measure participation and evaluation measures.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Briefly describe: <input type="text"/>
Not started	Planning	Working on it	Complete/Established	N/A	
<b>g. Quality Assurance.</b> Methods in place to ensure interventions are being delivered as intended, and with fidelity to the proposed model(s).					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Briefly describe: <input type="text"/>
Not started	Planning	Working on it	Complete/Established	N/A	

Not Started = Have not yet been able to focus on project activity  
 Planning Phase = Have started preparations and plans to begin implementing activity  
 N/A = Does not apply to your project in particular

Working on It = Implementation has begun, but may not be fully implemented and/or will need refinement  
 Complete/Established = Project activity is fully in place/completed and supporting project goals

## 2. Description of Project Activities

In this section we ask you to classify your project's point of entry, describe risk/needs assessments used, identify project activities, and tell us how you define when a participant has successfully completed your project. Many projects will report this information once, though they will have the opportunity to update this information as necessary throughout the grant period.

<b>a. Point of Entry</b> (Select all that apply) This used to identify the point in which youth are diverted from the juvenile justice system to alternatives that are more appropriate for their needs.	<input type="checkbox"/> School-based Diversion <input type="checkbox"/> Pre-arrest Diversion <input type="checkbox"/> Court Diversion <input type="checkbox"/> Probation Diversion <input type="checkbox"/> Family/Youth Self-Referral <input type="checkbox"/> Other (describe): <input type="text"/>
<b>b. Risk /Needs Assessments Used</b> Describe assessment(s) used for identifying a youth's level of risk and/or their needs.	Do you formally assess the youth entering your project? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, describe the assessment tool(s) used. If no, describe how youth needs are determined/placement process:  <input type="text"/>
<b>c. Youth Project Activities</b> Please select the activities that are elements of your project (check all that apply).	<input type="checkbox"/> Native cultural education in classrooms and events <input type="checkbox"/> Ongoing assessment of risk/needs <input type="checkbox"/> Referral/linkages to mental health services <input type="checkbox"/> Referral/linkages to alcohol or drug services <input type="checkbox"/> Referral/linkages to other services <input type="checkbox"/> Individual/family support <input type="checkbox"/> Academic support/tutoring <input type="checkbox"/> Career counselling <input type="checkbox"/> Group mentoring <input type="checkbox"/> Individual mentoring <input type="checkbox"/> Cultural enrichment/education <input type="checkbox"/> Other (describe): <input type="text"/>
<b>d. How do you define "success" for youth in terms of these project activities?</b> Describe the measurable milestone of success for these activities, and/or when a youth 'graduates' from the project. For example, a length of time or # of completed sessions participating in project activities. Note this definition will be your criteria for reporting those use who "successfully exited" the project.  <input type="text"/>	

### 3. Native Cultural Education in Schools and Communities

Report the project activities during the reporting period to increase cultural awareness and education among school children, school district staff, teachers, and members of the community.

#### a. SCHOOL-BASED EDUCATION and COMMUNITY OUTREACH

Record the number of each type of activity that occurs during each quarter.

	Q1	Q2	Q3	Q4	Total
Total # of activities that were:					
Native cultural education in classrooms					
# of students who attended the above education					
# of teachers who attended the above education					
# of other school district staff who attended the above education					
Native cultural education through events					
# of individual potentially reached during the above events					

### 4. Youth Participant Quarterly Totals

Report the total number of youth entering, participating, and exiting your project during the reporting period.

#### a. YOUTH REFERRALS, CONTACTS, and ENROLLMENT

Record the number of youth first entering the project during the reporting period. Youth should only be recorded once, in the quarter they first enroll. This should be an unduplicated count of enrolled participants.

	Q1	Q2	Q3	Q4	Total
Total # of Youth that were:					
i. Referred to Project					
ii. Contacted by Project					
iii. Enrolled in Project					
Points of Entry (enrolled subtotal)					
School-based					
Pre-arrest					
Court					
Probation					
Other:					

**b. YOUTH PARTICIPATING**

Record the total number of youth participating in each activity during the reporting period. The same youth may be reported across different activities and quarters.

	Q1	Q2	Q3	Q4
Ongoing assessment of risk/needs				
Referral/linkage to mental health services				
Referral/linkage to alcohol or drug services				
Referral/linkage to other services				
Individual/family support				
Academic support/tutoring				
Career counseling				
Group mentoring				
Individual mentoring				
Cultural enrichment/education				
Other (describe):				

**c. YOUTH EXITED**

Record the number of youth exiting during the reporting period. Youth should only be recorded once, in the quarter they exit.

	Q1	Q2	Q3	Q4	Total
i. Total youth exited during quarter					
ii. Reasons for youth exit					
Successful Completion					
Dropped Out/Lost Contact					
Dis-enrolled					
Arrest/Incarceration					
Other					
Did not collect					

**5. Demographics of Participants (Enrolled and Successful Completion)**

Record the demographics of youth entering and those exiting the project as a successful completion during the reporting period. The total number of Youth Entering Project this Quarter in the demographic tables below should equal the total provided in 4.a.iii above (Total # of Youth Enrolled in Project). Similarly, the total number of Youth Successfully Exiting this Quarter in the demographic tables below should equal the first row, "Successful Completion", beneath 4.c.ii above.

a. Age Groups	Youth Entering Project This Quarter	Youth Successfully Exiting This Quarter
12 years or younger		
13-17 years		
18-24 years		
25 years or older		
Unknown		
TOTAL		



<b>b. Gender</b>	<b>Youth Entering Project This Quarter</b>	<b>Youth Successfully Exiting This Quarter</b>
Female		
Male		
Non-binary/3rd Gender		
Prefer to Self-Define		
Prefer Not to State		
Unknown		
<b>TOTAL</b>		

<b>c. Race/Ethnicity</b>	<b>Youth Entering Project This Quarter</b>	<b>Youth Successfully Exiting This Quarter</b>
American Indian/Alaska Native		
Asian (Total)		
Chinese		
Japanese		
Filipino		
Korean		
Vietnamese		
Asian Indian		
Laotian		
Cambodian		
Other		
Black or African American		
Hispanic, Latino, or Spanish		
Middle Eastern/North African		
Native Hawaiian/Pacific Islander (Total)		
Native Hawaiian		
Guamanian		
Samoan		
Other		
White		
Other identified ethnic origin, ethnicity, or race		
Decline to state		
Multi-ethnic origin, ethnicity or race that <i>includes</i> American Indian/Alaska Native		
Multi-ethnic origin, ethnicity or race that <i>does not</i> include American Indian/Alaska Native		
<b>TOTAL</b>		



## 6. Participant Outcomes

Of the total number of youths who **successfully exited** the project during this reporting period (the first row, "Successful Completion", beneath 4.c.ii above), enter the total number who are demonstrating the positive outcomes listed below. Note that individual youth should only be reported once (per row), during the entire grant. Consequently, grantees may choose to only report outcomes at the end of the grant year or when a youth exits the project. This allows for tracking of the total number of youth with positive outcomes. Youth may be reported in multiple outcomes (e.g., a youth may have improved academic performance, school attendance, cultural identity and no contact with the justice system).

a. Outcomes	Q1	Q2	Q3	Q4	Total
# of youth in active treatment for mental health or substance abuse					
# of youth without contact with the justice system					
# of youth who improved school attendance					
# of participants who improved academic performance					
# of participants who decreased school suspensions					
# of participants who decreased school expulsions					
# of AI youth with improved cultural awareness/identity					
Other:					

**APPENDIX K**  
**SAMPLE: BSCC Comprehensive Monitoring Visit Tool**

Corrections Planning and Grant Programs Division  
**COMPREHENSIVE MONITORING VISIT (CMV) TOOL**  
**SAMPLE**

**Grantee:**

**Award Year:** 1 ☐ 2 ☐ 3 ☐ 4 ☐  
(as applicable)

**Grant Program:**

**Federal Funds:** ☐ **State Funds:** ☐

**Contract Number:**

**Grant Amount:**

**Project Title:**

**Project Director:**

**Financial Officer:**

**Project Director Phone:**

**Financial Officer Phone:**

**Project Director E-Mail:**

**Financial Officer E-mail:**

**Field Representative:**

**Date of Visit:**

**Persons Interviewed During the Monitoring (Name, Title, Agency):**

**Project Sites Visited (Name, Address):**

**Project Summary:**

## I. ADMINISTRATIVE REVIEW

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### 1. Executed Agreement

The Grantee has a copy of the fully executed Standard Agreement in the official file (e-file is acceptable). Yes ☐ No ☐

### 2. BSCC Grant Administration Guide

The Grantee has a copy of the BSCC Grant Administration Guide readily available and staff know how to use it (e-file is acceptable). Yes ☐ No ☐

### 3. Organizational Chart

The Grantee has a current organizational chart for the department/unit/section responsible for programmatic oversight of the grant. Yes ☐ No ☐

### 4. Duty Statements

The Grantee maintains duty statements for grant-funded staff that list specific activities related to the grant. *Note: Standard job classifications usually are not acceptable, unless the position was created specifically for the grant.* Yes ☐ No ☐

### 5. Timesheets

5a. The Grantee maintains timesheets on all staff charged to the grant. *Note: Estimates and/or percentages are not acceptable.* Yes ☐ No ☐

5b. The Grantee maintains functional timesheets or conducts time studies for split-funded positions. *Note: Estimates and/or percentages are not acceptable.* Yes ☐  
No ☐ N/A ☐

### 6. Staff Positions

All authorized positions are filled and performing grant-related duties.

Yes ☐ No ☐

***If no, list all unfilled positions and explanations for vacancies in the Administrative Review Comments section.***

### 7. Anticipated Changes

Are there any anticipated changes to staff or the project?

Yes ☐ No ☐

***If yes, explain in the Administrative Review Comments section.***

### 8. Subcontracts

8a. Does this grant provide for subcontracted services?

Yes ☐ No ☐

***If yes, list subcontracts awarded in the Administrative Review Comments section.***

8b. Copies of the subcontract awards are contained within the official project file.

Yes ☐ No ☐ N/A ☐

8c. Subcontracts contain the required language from the BSCC contract (e.g., access to program and fiscal records, access to facility, access to program participants, Non-Discrimination clause, Civil Rights compliance). Yes ☐ No ☐ N/A ☐

8d. Subcontracts appear to be in compliance with conflict of interest laws that prohibit individuals or organizations that participated on the Executive Steering Committee for this grant. Yes ☐ No ☐ N/A ☐

## 9. Budget Modifications

9a. Copies of project budget modifications are maintained in the official file. Yes ☐ No ☐ N/A ☐

9b. Were there any substantial modifications made that were not approved by the BSCC? Yes ☐ No ☐

*If yes, explain in the Administrative Review Comments section.*

## 10. Fidelity Bond

The Grantee maintains a Fidelity Bond (applicable for non-governmental entities only). Yes ☐ No ☐ N/A ☐

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**Field Representative Comments for Administrative Review Section:**  
***Number comments to correspond to the Administrative Review items.***

## II. CIVIL RIGHTS REVIEW

*(for all federal grants; as applicable to state-funded programs)*

### 1. Equal Employment Opportunity Plan

1a. The Grantee has an Equal Employment Opportunity Plan (EEOP) on file for review.

Yes ☐ No ☐

1b. If yes, on what date did the Grantee prepare the EEOP?

### 2. EEOP Short Form

2a. If applicable: has the Grantee submitted an EEOP Short Form to the Office for Civil Rights (OCR), U.S. Department of Justice (DOJ) (i.e., 50 or more employees and \$750,000 or more in federal funds)? Yes ☐ No ☐ N/A ☐

2b. If yes, on what date did the Grantee submit the EEOP Short Form?

### 3. Notification to Program Participants

How does the Grantee notify program participants and beneficiaries that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services (e.g., posters, inclusion in program brochures, program materials, etc.)? ***Explain in Civil Rights Review Comments section.***

### 4. Notification to Employees

How does the Grantee notify employees that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services (e.g., posters, dissemination of relevant orders or policies, recruitment materials, etc.)?

***Explain in Civil Rights Review Comments section.***

### 5. Complaints

There are written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the grantee with the BSCC or the OCR.

Yes ☐ No ☐ N/A ☐

### 6. Discrimination on the Basis of Disability

If the Grantee has 50 or more employees and receives DOJ funding of \$25,000 or more, has the grantee:

6a. Adopted grievance procedures (for both employees and program participants) that incorporate due process standards and provide for prompt and equitable resolution of complaints alleging a violation of the DOJ regulations which prohibit discrimination on the basis of a disability in employment practices and the delivery of services?

Yes ☐ No ☐ N/A ☐

6b. Designated a person to coordinate compliance with prohibitions against disability discrimination?

Yes ☐ No ☐ N/A ☐

6c. Notified participants, beneficiaries, employees, applicants, and others that the grantee does not discriminate on the basis of disability?

Yes ☐ No ☐ N/A ☐

### 7. Discrimination on the Basis of Sex

If the Grantee operates an education program or activity, have they taken the following actions?

7a. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations which prohibit discrimination on the basis of sex?

Yes ☐ No ☐ N/A ☐

7b. Designated a person to coordinate compliance with the prohibitions against sex discrimination?

Yes ☐ No ☐ N/A ☐

7c. Notified applicants for admission and employment, employees, students, parents, and others that the grantee does not discriminate on the basis of sex in its educational programs or activities? Yes ☐ No ☐ N/A ☐

## 8. Findings

The Grantee has complied with the requirement to submit to the OCR any findings of discrimination against the grantee issued by a federal or state court, or federal or state administering agency, on the grounds of race, color, religion, national origin, or sex.

Yes ☐ No ☐ N/A ☐

## 9. Limited English Proficiency

What steps have been taken to provide meaningful access to its programs and activities to person who have limited English proficiency (LEP)? Include whether the grantee has developed a written policy on providing language access services to LEP persons.

## 10. Training

Training is conducted for the Grantee's employees on the requirements under federal civil rights laws.

Yes ☐ No ☐ N/A ☐

## 11. Religious Activities

If the grantee conducts religious activities as part of its program or services, do they:

11a. Provide services to everyone regardless of religion or religious belief?

Yes ☐ No ☐ N/A ☐

11b. Ensure it does not use federal funds to conduct inherently religious activities (such as prayer, religious instruction, or attempt to convert participants to another religion) and that such activities are kept separate in time or place from federally-funded activities?

Yes ☐ No ☐ N/A ☐

11c. Ensure participation in religious activities is voluntary for beneficiaries of federally-funded programs?

Yes ☐ No ☐ N/A ☐

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**Field Representative Comments for Civil Rights Review Section:**  
***Number comments to correspond to the Civil Rights Review items.***

## III. FISCAL REVIEW

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### 1. Budget File

The Grantee maintains an official budget file for the project.

Yes ☐ No ☐

### 2. Fiscal Policies and Procedures



2a. The Grantee maintains written procedures for the fiscal policies related to the grant and they are accessible by grants management staff. Yes ☐ No ☐

2b. The Grantee can explain its agency's claims, payments and reimbursement processes as they relate to this grant (i.e., agency checks and balances). Yes ☐ No ☐

### 3. Invoices

3a. Financial invoices are current and spending is on track. Yes ☐ No ☐

3b. Copies of the BSCC invoices for reimbursement are within the official file. Yes ☐ No ☐

3c. The fiscal/accounting records reviewed during the visit contained adequate supporting documentation for all claims on invoices, including match. Yes ☐ No ☐

3d. Salaries and benefits can be easily tied back to reimbursement invoices. Yes ☐ No ☐

3e. The Grantee maintains supporting documentation or a calculation methodology for indirect costs or overhead claimed (e.g., an approved Indirect Cost Rate Proposal). Yes ☐ No ☐ N/A ☐

3f. Expenditures appear to meet contract eligibility, as defined in the BSCC Grant Administration Guide. Yes ☐ No ☐

### 4. Tracking

4a. BSCC contract funds are deposited into separate fund accounts or coded to distinguish grant funds from other fund sources. Yes ☐ No ☐

4b. The Grantee maintains a tracking system for purchases, including receipts and disbursements, related to the grant program. Yes ☐ No ☐

4c. Tracking reports are reviewed by management and/or program staff. Yes ☐ No ☐

4d. The Grantee can provide general ledgers documenting the entries for receipts and disbursements. Yes ☐ No ☐

### 5. Equipment/Fixed Assets

5a. Did the Grantee purchase or lease equipment/fixed assets with grant funds? Yes ☐ No ☐

5b. The Grantee received prior approval from BSCC for purchases of equipment and/or fixed assets that were more than \$3,500 per item. Yes ☐ No ☐ N/A ☐

5c. The equipment/fixed assets were listed in the budget or in a Budget Modification.  
Yes ☐ No ☐ N/A ☐

5d. The Grantee maintains an inventory list of equipment/fixed assets purchased with grant funds.  
Yes ☐ No ☐ N/A ☐

5e. The Grantee maintains proof of receipt of equipment/fixed assets.  
Yes ☐ No ☐ N/A ☐

## 6. Supplanting

The Grantee can verify that expenditures submitted for grant reimbursement (including salaries and benefits) are not also claimed/reimbursed under another separate agreement or funding stream (supplanting). Yes ☐ No ☐

## 7. Match

7a. The Grantee is in compliance with the match requirement.  
Yes ☐ No ☐ N/A ☐

7b. If the Grantee is currently under-matched, is there a plan to meet the contractually obligated match amount?

## 8. Project Income

Does the Grantee generate income from grant funds (e.g., fundraisers, registration fees, etc.)? Yes ☐ No ☐ N/A ☐

## 9. Subcontracts

9a. Does the Grantee require subcontract agencies to submit source documentation with their billing invoice? Yes ☐ No ☐ N/A ☐

9b. What type of documentation detail does the agency keep for subcontractor service delivery billing (to include list of positions funded, documented staff hours, list of services delivered, client sign-in logs, time/duration of services, other invoice detail, etc.)?

***Describe in the Fiscal Review Comments section.***

9c. Is the source documentation sufficient to justify charges? Yes ☐ No ☐ N/A ☐

9d. Does the Grantee conduct desk audits of subcontract agencies?  
Yes ☐ No ☐ N/A ☐

9e. Does the Grantee conduct site visits to subcontract agencies?  
Yes ☐ No ☐ N/A ☐

## 10. Audits

10a. What type of audit report will the project submit?

Single City/County Audit Report ☐

Program Specific Audit ☐

Other ☐

10b. The Grantee has audit reports covering the agency's internal control structure within the last two years. Yes ☐ No ☐

---

**Field Representative Comments for Fiscal Review Section:**  
***Number comments to correspond to Fiscal Review items.***

#### **IV. PROGRAM REVIEW**

*Note: Some of the information collected in this section will be used to foster discussion and assist with technical assistance, not necessarily to determine compliance.*

##### **1. Governing Body**

1a. Does the grant require formation of some type of governing body (steering committee, coordinating council, etc.) to guide grant activities?

Yes ☐ No ☐ N/A ☐

1b. If so, has this body been formed and is it meeting as required?

Yes ☐ No ☐ N/A ☐

1c. Are all of the required members participating?

Yes ☐ No ☐ N/A ☐

##### **2. Evidence-Based Interventions**

2a. List all interventions being used by the grantee.

***List in the Program Review Comments section.***

2b. Which interventions do the grantee identify as "evidence-based?" Why? Based on what information? ***Explain in the Program Review Comments section.***

2c. Does the Grantee have a quality assurance or fidelity monitoring process in place to ensure that interventions are implemented as intended? Yes ☐ No ☐

##### **3. Assessments**

3a. If providing direct services, how are participants assessed for risk, need and responsiveness? ***Explain in the Program Review Comments section.***

3b. How is that information used? ***Explain in the Program Review Comments section.***

##### **4. Staff Training**

4a. Do all project staff receive an orientation and/or training pertinent to the grant project? Yes ☐ No ☐

4b. Are there opportunities for ongoing training for staff affiliated with the grant?

Yes ☐ No ☐

**5. Policies & Procedures**

5a. Did the Grantee develop a written Policies & Procedures Manual or Program Manual specific to the grant project? Yes ☐ No ☐

5b. Are they accessible to staff? Yes ☐ No ☐

**6. Case Management/Tracking**

6a. Does the Grantee maintain an automated or web-based case management and/or data collection system to track clients served by the grant?

Yes ☐ No ☐ N/A ☐

6b. If not, how are services and/or clients tracked?

***Explain in the Program Review Comments section.***

**7. Source Documentation**

The Grantee maintains appropriate source documentation (e.g., case records, case files, sign-in sheets, etc.) for the clients served. Yes ☐ No ☐ N/A ☐

**8. Progress Reports**

8a. Progress Reports are current. Yes ☐ No ☐

8b. Program records reviewed at the site visit provided sufficient detail to support information reported in Progress Reports. Yes ☐ No ☐

***If no, explain in the Program Review Comments section.***

**9. Problems**

The Grantee has experienced operational or service delivery problems.

***If yes, explain in the Program Review Comments section.*** Yes ☐ No ☐

**10. Sustainability**

Does the grantee have a sustainability plan to continue service delivery after grant funds expire? Yes ☐ No ☐

***Describe in the Program Review Comments section.***

**11. Other Requirements Reviewed**

Per this site visit review, programmatic requirements specific to this grant program are being met. Yes ☐ No ☐

---

**Field Representative Comments for the Program Review Section:**

***Number comments to correspond to Program Review items.***

## V. DATA COLLECTION AND EVALUATION

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### 1. Evaluator

Does the Grantee subcontract for its data collection and evaluation services?

Yes ☐ No ☐ N/A ☐

*If yes, list name of organization and describe the relationship in the Data Collection and Evaluation Comments section.*

### 2. Evaluation Plan

Is the Grantee on track with the activities and milestones described in its Evaluation Plan?

Yes ☐ No ☐ N/A ☐

### 3. Preliminary Evidence

3a. Do the data collection efforts show any preliminary evidence that could impact the project?

Yes ☐ No ☐ N/A ☐

3b. Has the Grantee used this information to make improvements or changes to the project?

Yes ☐ No ☐ N/A ☐

---

**Field Representative Comments for Data Collection and Evaluation Section:**  
*Number comments to correspond to Data Collection and Evaluation Review items.*

## VI. MONITORING SUMMARY

---

### 1. Outcome of Visit

1a. Does the project generally meet BSCC grant requirements? Yes ☐ No ☐

1b. If no, will a Compliance Improvement Plan be submitted? Yes ☐ No ☐

1c. Describe here:

### 2. Technical Assistance

2a. Does the Grantee have any technical assistance needs? Yes ☐ No ☐

2b. Describe here:

## APPENDIX L

### Evidence-Based Resources

The websites provided below may be useful to applicants in the proposal development process. This list is not exhaustive and it is offered as a suggested starting point for applicants to use in researching evidence-based programs, practices, and strategies.

Blueprints for Violence Prevention

<http://www.colorado.edu/cspv/blueprints/index.html>

Board of State and Community Corrections

[http://www.bscc.ca.gov/s\\_web-basedresourcesonevidence-basedpractices/](http://www.bscc.ca.gov/s_web-basedresourcesonevidence-basedpractices/)

California Institute of Behavioral Health Solutions

<http://www.cibhs.org/evidence-based-practices-0>

Coalition for Evidence-Based Policy

<http://evidencebasedprograms.org/>

CrimeSolutions.gov

<http://www.crimesolutions.gov/>

Evaluating Drug Control and System Improvement Projects

Guidelines for Project Supported by the Bureau of Justice Assistance

<https://www.bja.gov/evaluation/guide/documents/nijguide.html>

Justice Research and Statistic Association

<http://www.jrsa.org/>

National Criminal Justice Reference Service (NCJRS)

“Preventing and Reducing Youth Crime and Violence: Using Evidence-Based Practice.”

A report prepared by Peter Greenwood, Ph.D., for the California Governor’s Office of Gang and Youth Violence Policy, 2010.

<https://www.ncjrs.gov/App/Publications/abstract.aspx?ID=255934>

National Institute of Corrections

<http://nicic.gov/Library/>

National Reentry Resource Center

<http://nationalreentryresourcecenter.org/>

Office of Justice Programs – Crime Solutions.gov

<http://www.CrimeSolutions.gov>

Office of Juvenile Justice and Delinquency Prevention Model Program Guide

<http://www.ojjdp.gov/mpg/>

Promising Practices Network

<http://www.promisingpractices.net/>

Reducing Recidivism to Increase Public Safety: A Cooperative Effort by Courts and Probation Hon, J. Richard Couzens, Placer County Superior Court (Ret.)

<http://www.courts.ca.gov/documents/EVIDENCE-BASED-PRACTICES-Summary-6-27-11.pdf>

Substance Abuse and Mental Health Services Administration

[www.samhsa.gov/ebpwebguide](http://www.samhsa.gov/ebpwebguide)

The National Documentation Centre on Drug Use

<http://www.drugsandalcohol.ie/3820/>

Washington State Institute for Public Policy

<http://www.wsipp.wa.gov/>

Attachment E-3

# 2019 Tribal Youth Diversion Grant

## PROPOSAL PACKAGE COVER SHEET

**Submitted by:**

<INSERT NAME OF APPLICANT>

**Date submitted:**

<INSERT DATE>



## 2019 Tribal Youth Diversion Grant Proposal Checklist

A complete proposal package for funding under the 2019 Tribal Youth Diversion Grant must contain the following (to be submitted in the order listed):

	Required Items:	✓
1	Cover Sheet (previous page)	
2	2019 Tribal Youth Diversion Grant Program Proposal Checklist <ul style="list-style-type: none"> <li>Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
3	Applicant Information Form <ul style="list-style-type: none"> <li>Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
4	Proposal Abstract <ul style="list-style-type: none"> <li>1 page only</li> </ul>	
5	Proposal Narrative <ul style="list-style-type: none"> <li>12 pages or less</li> </ul>	
6	Budget Attachment (Budget Table & Narrative) <ul style="list-style-type: none"> <li>Use <b>Excel</b> document provided</li> </ul>	
7	Budget Narrative <ul style="list-style-type: none"> <li>Use Excel document provided</li> </ul>	
8	Project Work Plan <ul style="list-style-type: none"> <li>1-2 pages using the template provided</li> </ul>	
9	Request for Proposals Attachments <ul style="list-style-type: none"> <li>5 pages or less</li> <li>Includes Letters of Commitment. May also include endnotes, bibliography, Letters of Local Support, and/or charts and graphs cited within narrative, as applicable or necessary.</li> </ul>	
10	Criteria for Non-Governmental Organizations Receiving 2019 Tribal Youth Diversion Grant Funds (Appendix B) <ul style="list-style-type: none"> <li>Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
11	Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix C) <ul style="list-style-type: none"> <li>Signed in blue ink by the authorized signatory (original signature)</li> </ul>	
	<b>Optional:</b>	
12	Governing Board or Tribal Council Resolution (Appendix D) Note: The Governing Board or Tribal Council Resolution is due prior to contract execution, but is not required at the time of proposal submission.	

**I have reviewed this checklist and verified that all required items are included in this proposal packet.**

**X**

\_\_\_\_\_  
Applicant Authorized Signature (see Applicant Information Form, Part K, next page)

**\*\*\*ATTACHMENTS OTHER THAN THOSE LISTED ABOVE OR MORE THAN THE ALLOWED PAGE LIMIT WILL NOT CONSIDERED\*\*\***

## Applicant Information Form: Instructions

- A. Applicant:** Complete the required information for the tribe submitting the proposal. This tribe will be the lead agency responsible for the overall development, implementation, and oversight of the project. Each applicant must indicate whether it identifies as an Urban Tribe or a Rural Tribe.

Eligible applicants are: Federally recognized tribes listed in Appendix A.

- B. Location of Services:** Identify the geographical area where the Tribal Youth Diversion Grant will provide funded services and interventions.
- C. Project Title:** Provide the title of the proposed project.
- D. Project Summary:** Provide a summary (100-150 words) of the proposed project. Note: this information may be posted to the BSCC's website for informational purposes.
- E. Grant Funds Requested:** Identify the amount of grant funds requested for the proposed project.
- F. Regional Proposal:** Use the checkboxes to indicate whether your application is being submitted by two or more tribes and is therefore a "regional" proposal. If you are submitting a regional proposal, identify the other tribe or tribes that make up your "region."
- G. Project Director:** Provide the name, title, and contact information for the individual responsible for oversight and management of the proposed project. This person must be an employee of the Applicant.
- H. Financial Officer:** Provide the name, title, and contact information for the individual responsible for fiscal oversight and management of the project. Typically, this is the individual that will certify and submit invoices.
- I. Day-to-Day Project Contact:** Provide the name, title, and contact information for the individual who serves as the primary contact person for the grant. Typically, this individual has day-to-day oversight for the project.
- J. Day-to-Day Fiscal Contact:** Provide the name, title and contact information for the individual who serves as the primary contact person for fiscal matters related to the grant. This may be the individual who prepares the invoices for approval by the Financial Officer.
- K. Authorized Signature:** Complete the required information for the person authorized to sign for the Applicant. This individual must read the assurances under this section, then sign and date in the appropriate fields.

**2019 YRG Tribal Youth Diversion Grant Program  
Applicant Information Form**

<b>A. APPLICANT:</b>				<input type="checkbox"/> Urban <input type="checkbox"/> Rural
NAME OF APPLICANT				
STREET ADDRESS		CITY	STATE	ZIP CODE
MAILING ADDRESS (if different)		CITY	STATE	ZIP CODE
<b>B. LOCATION OF SERVICES:</b>				
<b>C. PROJECT TITLE:</b>				
<b>D. PROJECT SUMMARY (100-150 words):</b>			<b>E. GRANT FUNDS REQUESTED:</b>	\$0
<b>F. IS THIS A REGIONAL PROPOSAL?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, identify other tribe(s) in your "region": _____				
<b>G. PROJECT DIRECTOR:</b>				
NAME		TITLE	TELEPHONE NUMBER	
STREET ADDRESS		CITY		
STATE	ZIP CODE	EMAIL ADDRESS		
<b>H. FINANCIAL OFFICER:</b>				
NAME		TITLE	TELEPHONE NUMBER	
STREET ADDRESS		CITY		
STATE	ZIP CODE	EMAIL ADDRESS		
PAYMENT MAILING ADDRESS (if different)		CITY	STATE	ZIP CODE
<b>I. DAY-TO-DAY PROGRAM CONTACT:</b>				
NAME		TITLE	TELEPHONE NUMBER	
STREET ADDRESS		CITY		
STATE	ZIP CODE	EMAIL ADDRESS		

J. DAY-TO-DAY FISCAL CONTACT:		
NAME	TITLE	TELEPHONE NUMBER
STREET ADDRESS		CITY
STATE	ZIP CODE	EMAIL ADDRESS

K. AUTHORIZED SIGNATURE*:			
By signing this application, I hereby certify I am vested by the Applicant with the authority to enter into contract with the BSCC, and the grantee and any subcontractors will abide by the laws, policies, and procedures governing this funding.			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
SIGNATURE			DATE

\* Authorized Signature: Tribal Representative with the authority to sign documents and obligate the tribe

<p align="center"><b>CONFIDENTIALITY NOTICE:</b></p> <p>All documents submitted as a part of the 2019 Tribal Youth Diversion Grant application are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, §§ 6250 et seq.)</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Proposal Abstract

This section may not exceed 1 page.

## Proposal Narrative

### 1. Project Need (Percent of Total Value: 30%)

### 2. Project Description (Percent of Total Value: 50%)

### 3. Data Collection/Evaluation (Percent of Total Value: 15%)

### 4. Project Budget (Percent of Total Value: 5%)

Click [here](#) to access the Budget Attachment

## Request for Proposals Additional Documents

This section must contain no more than 5 pages and must include at least one Letter of Commitment.

## 2019 Tribal Youth Diversion Grant Project Work Plan

Applicants for Tribal Youth Diversion Grant funds must complete a 1 to 2-page Project Work Plan. This Project Work Plan identifies measurable goals and objectives, activities and services, the responsible parties and a timeline. Completed plans should (1) identify the project's top three goals and objectives; (2) identify how the top three goals will be achieved in terms of the activities, responsible staff/partners, and start and end dates; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. To build the Tribal Youth Diversion Grant Project Work Plan, please use the form provided below. This form does NOT count toward the 12-page limit for the Proposal Narrative.

<b>(1) Goal:</b>			
Objectives (A., B., etc.)			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
<b>(2) Goal:</b>			
Objectives (A., B., etc.)			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
<b>(3) Goal:</b>			
Objectives (A., B., etc.)			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date

# Attachment E-4

Tribal Youth Diversion Proposals				
Tribe	Date Recv'd	Grant Funds	Urban/Rural	Pref Points
	Electronic Copy			
Cedarville Rancheria	2/20/2020	\$865,348	Rural	
Round Valley Indian Tribes	2/21/2020	\$935,938	Rural	
Hoopla Valley Tribal Court	2/21/2020	\$1,025,015	Rural	
Habematolel Pomo of Upper Lake Tribe	2/20/2020	\$1,269,094	Rural	X
Coyote Valley Band of Pomo Indians	2/21/2020	\$845,629	Rural	
Karuk Tribe	2/21/2020	\$1,400,000	Rural	
Picayune Rancheria of the Chukchansi Indians	2/21/2020	\$873,398	Urban	
Torres Martinez Desert Cahuilla Indians	2/21/2020	\$390,558	Rural	
Pinoleville Pomo Nation	2/21/2020	\$1,400,000	Rural	
Fort Mohave Indian Tribe	2/21/2020	\$1,356,106	Rural	
Yurok Tribe	2/21/2020	\$855,993	Rural	
San Pasqual Band of Mission Indians	2/21/2020	\$671,790	Rural	
Pala Band of Mission Indians	2/21/2020	\$1,384,836	Rural	
Sherwood Valley Band of Pomo Indians	2/21/2020	\$1,399,141	Rural	
Ilipay Nation of Santa Ysabel	2/20/2020	\$701,985	Rural	
Shingle Springs Band of Miwok Indians	2/21/2020	\$494,428	Rural	
Mechoopda Indian Tribe of Chico Rancheria	2/21/2020	\$1,330,870	Rural	
Bishop Paiute Tribe	2/21/2020	\$983,615	Rural	
Cachil DeHe Band of Wintu Indians of the Colusa Indian Community of the Colusa Rancheria	2/21/2020	\$1,290,564	Rural	
Tolowa Dee-Ni" Nation	2/21/2020	\$518,280	Rural	
Big Valley Band of Pomo Indians	2/21/2020	\$1,281,613	Rural	
Wilton Rancheria	2/28/2020	\$1,398,902	Urban	
<b>Total</b>		<b>\$22,673,103</b>		



# Attachment E-5

## Tribal Youth Diversion Grant Cohort 2 (July 2020 - December 2023)

### Proposal Abstracts (in alphabetical order)

#### **Tribe: Coyote Valley Band of Pomo Indians**

**Project Title & Amount:** Coyote Valley Youth Wellness & Truancy Diversion Program (\$845,629)

**Proposal Abstract:** The Coyote Valley Band of Pomo Indians is submitting an application for the Coyote Valley Youth Wellness and Truancy Diversion Program. This Diversion Program will support Coyote Valley Native American students (age 6-18) in decreasing rates of chronic absenteeism, suspension, dropout, and increasing cultural education and academic support in Mendocino County. The project partners and collaborates with the Ukiah Unified School District (UUSD). This project will service approximately 25% of Coyote Valley youth and will address critical challenges faced by the Native American youth in our area.

The goals of the Diversion Program are the following: to increase the wellness of the Coyote Valley youth and give them the necessary tools to live a healthy and substance abuse free life; to change the attitudes of students and parents concerning school attendance and achievements and provide them with the tools for healthy and productive careers; and to empower Coyote Valley youth by increasing cultural awareness and making school an environment where students will feel comfortable and will want to learn and advance.

The Coyote Valley Tribe plans to accomplish these goals through a collaborative partnership with Ukiah Unified Schools combining community and school resources. With grant funding, the tribe plans to hire qualified staff, offer critical services, and provide a curriculum rich with culture that will increase the graduation rates of our tribal youth and gear them towards productive careers as adults.

#### **Tribe: Fort Mohave Indian Tribe**

**Project Title & Amount:** RISE (Revitalizing Indigenous Self-Efficacy) Youth Diversion Project (\$1,356,106)

**Proposal Abstract:** R.I.S.E. Diversion Program is a culturally relevant, trauma-informed, community-based program for American Indian youth ages 12 - 18. The identified service area is Fort Mojave Indian Tribe (FMIT) located across three states. The program will be operated out of the Department of Social Services, but includes a community-based approach by coordinating with key FMIT Departments such as Probation, Behavioral Health, Education, Culture Departments. The identified goals address the gaps in services Fort Mojave Indian Tribe is facing. Existing service gaps include: A) Limited access to services, resources, and activities for the described population in Tribal, County, and the Tri-State area; and B) Lack of available trauma-informed and culturally-relevant services.

## Tribal Youth Diversion Grant Cohort 2 (July 2020 - December 2023)

The proposed interventions include services that provide culturally appropriate, trauma-informed, family-centered and community-oriented approaches for the target population within the FMIT reservation. The need is to provide preventative programming like the Youth Diversion Program to defer youth from long-term care in Non-Justice and Justice Environments and provide programming that will give the youth an opportunity to have stronger ties to their culture, family, and community.

Program activities include Weekend Immersion Retreats, Group Workshops, Individual Coaching Sessions, and Telemedicine Behavioral Health services. This project will collaborate with an Elder Advisory Board and establish a Peer-to-Peer mentoring component to support culturally relevant programming. Ultimately, youth will increase their ability to utilize resilience skills, and increase cultural identity to improve healing.

The goals of the project are to:

- 1) Reduce the Cost of Care by diverting youth from the Justice and Non-Justice System;
- 2) Provide professional treatment needed for youth and families to improve healing; and
- 3) Promote positive behavior and prevent problem behavior in youth ages 12-18 on the Fort Mojave Indian Reservation.

### **Tribe: Hoopa Valley Tribe**

**Project Title & Amount:** Hoopa Valley Tribal Court Tribal Youth Diversion Program (\$1,025,015)

**Proposal Abstract:** This proposal is the result of a joint jurisdictional effort forged by the Hoopa Valley Tribal Court and Humboldt County Superior Court in partnership with local schools and tribally operated education programs – a group called the Truancy Taskforce. Its aim is to prevent and reduce risky behaviors associated with juvenile delinquency, namely truancy and absenteeism, within American Indian/Alaska Native (AI/AN) youth population ages 12-17. Recognizing the continuum of care extends beyond arrival to and exit from juvenile courts, this project is designed to help AI/AN youth navigate significant barriers that may lead to absenteeism/truancy – and address real reservation bound issues, such as the lack of transportation or distrust for School Attendance Review Boards. Equipped with the area's only Education Navigator and Advocate, the Hoopa Tribal Court and its resilience support programs will use evidence-based tools, such as the MAYSI-2, to identify underlying family related issues and base referrals on assessment results. Youth and families will gain prioritized access to culturally sensitive, community-based and reservation bound including as needed services from qualified Behavioral Health and Chemical Dependency providers. Similarly, when tribal youth encounter the Hoopa Tribal Truancy Court they will be provided wraparound support using a hub-and-spoke model for referral services. These efforts, coupled with increased tools for the Hoopa Valley Tribal Court's supervising Probation Services (HUB), are designed to meet youth needs before, during and after youth development intersect with the justice system. This 3 ½-year project will directly serve an estimated 150 AI/AN youth

## Tribal Youth Diversion Grant Cohort 2 (July 2020 - December 2023)

and families as a means to divert children from entering or becoming further involved in the juvenile justice system. Similarly, an additional 150 AI/AN youth will benefit by the introduction of prosocial, culturally competent community-based activities – where families will gain an understanding of the community's resilience support programs to address historical trauma and healing.

### **Tribe: Mechoopda Indian Tribe of Chico Rancheria**

**Project Title & Amount:** Mechoopda Tribal Youth Program (\$1,330,870)

**Proposal Abstract:** Juvenile delinquency disproportionately impacts Native American youth across Butte County. Contributing to this disparity are the continuing effects of generations of historical trauma unique to Native American communities and the lack of culturally appropriate services and resources available to them. The Mechoopda Indian tribe (MIT) proposes to serve Native American youth ages 5 to 17 living in Butte County that are at-risk for involvement in the juvenile justice system resulting from delinquent and pre-delinquent behaviors, and is uniquely positioned to respond through the Mechoopda Tribal Youth Program (MTYP). The MTYP will provide traditional tutoring and mentoring services through the use of cultural mentors and elders and will continue to offer a yearly Youth-Gathering of Native Americans (Y-GONA). Supporting the MTYP's tutoring and mentoring services will be the addition of culturally enhanced Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) services provided by a licensed professional with specialized training. Additionally, as a way to strengthen the support systems of Tribal youth, the MTYP will provide parenting workshops for parents/caregivers whose children are enrolled in the program. Lastly, the MTYP will utilize a high-fidelity wraparound approach to ensure that a customized comprehensive system of care is provided to youth and their families. The MTYP will prevent juvenile delinquency by addressing the following goals: a) enhancement of cultural identity, b) improvement of academic and school performance, c) improvement of mental health outcomes, and d) strengthening of formal and informal support systems. The MTYP will use a number of standardized assessment tools to measure clinical, behavioral, and programmatic progress for the initiative's goals and objectives.

### **Tribe: Picayune Rancheria of the Chukchansi Indians**

**Project Title & Amount:** PRCI Tribal Youth Diversion Program (\$873,398)

**Proposal Abstract:** The Picayune Rancheria of the Chukchansi Indians of California proposes to develop its first ever juvenile justice diversion program to address its great concern for the wellbeing of its youth. Many indicators point to huge unmet needs for tribal youth and their families and minimal resources in the region; however, there is growing momentum on the part of tribal and non-tribal programs to make system changes together. The Tribe proposes a program whereby interventions are made early in a youth's life and with broad care coordination support for youth and

## Tribal Youth Diversion Grant Cohort 2 (July 2020 - December 2023)

their families.

To achieve the goals of reducing rates of youth involvement in the juvenile justice system, reducing rates of absenteeism and suspensions in schools, increasing social-emotional skills to address stress and trauma, and strengthen youth engagement in healthy cultural beliefs and practices, the Tribe proposes to deliver Cognitive Behavioral Intervention for Trauma in Schools (CBITS) and Positive Action (PA), both evidence-based programs. Prevention strategies that rest heavily within the cultural wisdom will be implemented for larger groups of children and youth. Programming will be delivered in multiple sites, including schools and homes. It will recruit Tribal youth ages 11 to 18 or Grades 6-12 who experience at least one of the following circumstances: 1) are currently involved with the juvenile justice system or have been in the past 2 years, 2) are a sibling (or cousin) of a youth involved with the legal system now or in the past 2 years, 3) have been suspended from school for behavioral issues in the past academic year, 4) have a record of chronic absenteeism from school in the past academic year, and 5) have behavioral problems in the past calendar year.

### **Tribe: Pinoleville Pomo Nation**

**Project Title & Amount:** Mendocino Intertribal Youth Diversion Grant (\$1,400,000)

**Proposal Abstract:** Pinoleville Pomo Nation is seeking State assistance through the Board of State and Community Corrections to support Native American students (pre-k to 12th grade) in Ukiah Unified School District (UUSD) to implement diversion programs. The project partners with UUSD, Arbor Youth Resource Center & 2 local Tribes and collaborates with other tribes in Mendocino County to implement three major strategies to address critical needs of AI students. Using culturally relevant, trauma informed and health-based intervention, the project aims to engage 33% native students in Ukiah Unified School District in Healthy Lifestyle program, provide 1200 hours per year to 45 students in academic coaching and career exploration counseling to increase graduation rate, hold 3 youth Gathering of Native American (GONA) reaching 60 youth per year and work with 3 local Tribes to deliver 150 hours of cultural education or traditional pro-social activities to 200 youth and their families to prevent substance-abuse and suicide.

Goal 1 - Increase awareness of healthy lifestyle choices and quality social activities among AI k-12 at risk students through culturally appropriate nutritional, brain health, physical fitness and other healthy lifestyle classes.

Objective 1 - By the end of each program year, we will have reached 80 AI youth will have attended at least 3 of the 12 healthy living educational classes, covering nutrition, cooking, gardening, traditional foods, financial literacy, breath work and communication skills with a 10% increase per year.

Objective 2 - By the end of each program year, we will have reached 40 AI youth

## Tribal Youth Diversion Grant Cohort 2 (July 2020 - December 2023)

who will have attended at least 30 of 60 hours of physical fitness classes or group activities, with a 15% increase each year.

Goal 2 - Improve AI student attendance and overall academic outcome through Career exploration and one-on-one academic support to increase graduation rate.

Objective 3 - By the end of each program year, we will have established and maintained staff capacity and reduces AI student chronic absenteeism.

Objective 4 - By the end of each program year, we will have reached 60 AI youth through 3 separate GONA inspired summer enrichment programs serving elementary, middle and high school AI students.

Objective 5 - By the end of each program year, we will have improved 45 AI student academic performance by implementing academic one-on-one counseling and career exploration, with 15% increase each year.

Goal 3 - Increase AI students Cultural awareness, sensitivity and hands on Traditional skills within Tribal Communities to reduce substance abuse.

Objective 6 - By the end of each program year, through partnerships with 2 local Tribes to support Cultural education (classes, workshops, outreach) within each Nation, serving 200 AI youth, with a 10% increase each year.

### **Tribe: San Pasqual Band of Mission Indians**

**Project Title & Amount:** San Pasqual Tribal Youth Diversion Program (\$671,790)

**Proposal Abstract:** *The San Pasqual Band of Mission Indians* is submitting a proposal for grant funding in the amount of \$671,790 to support 295 tribal youth (ages 10-18) to decrease juvenile offenses, suspensions, dropout and increase cultural education, academic and job readiness support on the San Pasqual reservation. The project will build the Tribe's capacity to coordinate and partner with Tribal Police, Inter- Tribal Court, Valley Center Unified School District (VCUSD), Indian Health, Kumeyaay College and other local supports to develop and implement trauma-informed systems of care for San Pasqual youth and families. The project will implement three strategic goals to address the ongoing challenges faced by San Pasqual tribal youth and families on the reservation and in schools. The goals of the program are to: 1) Increase tribal capacity to create formal processes for developing mutually beneficial diversion strategies between agencies and SPED to decrease youth offenses, absenteeism, suspensions, and substance abuse; Goal 2) Increase cultural education and awareness among tribal students, their classmates, teachers and school district to build cultural knowledge/ awareness and tribal youth's sense of belonging/acceptance based on tribal culture; Goal 3) Improve tribal youth's school performance, attendance, job readiness, engaging in career/college coaching, vocational learning, and decreasing chronic absenteeism and drop out in school. A wide-ranging set of key objectives will support achieving

## Tribal Youth Diversion Grant Cohort 2 (July 2020 - December 2023)

these program goals, such as, establishing a local task force and planning committee that is trained for trauma-informed, culturally-aware, wellness-based approaches for working with tribal youth and families from point of contact to program exit; developing a working system to deliver new cultural education curricula with 8 schools and the local community using traditional knowledge, history and community information, providing tutoring, job readiness, career exploration workshops, individual education/employment coaching, vocational learning opportunities to participants. The program aims to have positive impacts with tribal youth who experience chronic absenteeism, suspension, arrest, probation, or are at high risk of dropping out or falling behind in school. Measurable outcomes are expected to show increased intrinsic motivations, academic performance, school attendance and engagement, and decreased school suspensions/expulsions and divert/intervene from justice systems.

**Tribe:** Sherwood Valley Band of Pomo Indians

**Project Title & Amount:** Tribal Youth Diversion Program (\$1,399,141)

**Proposal Abstract:** Prior to colonization, Native American/American Indian (NA/AI) Peoples across the North American continent, maintained their health and wellness since time immemorial through culturally based wellness practices. According to Indigenous worldviews, the environment, mind, body, and emotional health are inextricably linked to collective human behavior, practices, wholeness, and, hence, wellness (Brave Heart, Chase, Elkins, & Altschul, 2011; Walters, Beltran, Huh, & Evans-Campbell, 2011). NA/AI Peoples of Mendocino County lived harmoniously with and in partnership with their traditional homelands. Their health and survival were in sync with that of the mountains, the meadows and the ocean. NA/AI in this region have historically kept their physical, mental, spiritual and social wellbeing in tune with the health of their traditional homelands through their cultural traditional practices. During colonization, as was the case with various NA/AI communities across the United States, policies and direct threats were enforced on the NA/AI people of Mendocino County including violence, forced relocation, and the outlawing of cultural practices. In California, Indian Boarding schools forced the removal of NA/AI children from their families in order to forcefully impose a new way of life by aggressively erasing their tribal value system. In addition to this violence, NA/AI across the U.S. were not declared citizens of this country until 1924 and subsequently were not granted Civil Rights until 1968. Eventually, the Indian Child Welfare Act of 1976 stopped the forced removal of Native American Indian Children that was widespread and had taken place through our Child Welfare system. Thankfully, the American Indian Religious Freedom Act of 1978 legalized and allowed Native American Indian people to practice their ceremonies, and cultural traditions openly, only after their very way of life endured countless violent attacks. The damage that these actions and policies caused to NA/AI communities across the U.S. continues to negatively impact NA/AI families today. In the rural Northern Mendocino County tribal community, NA/AI youth walk in two worlds. Caught between their cultural identity and the challenges of the modern world tied to

**Tribal Youth Diversion Grant  
Cohort 2 (July 2020 - December 2023)**

historical and intergenerational trauma. Amidst adversity, our NA/AI youth are resilient  
These are the roots and seeds from which this project is born.



**Tribal Youth Diversion Grant  
Cohort 2 (July 2020 - December 2023)**

**Tribe:** Yurok Tribe

**Project Title & Amount:** Yurok Youth Diversion Program (\$798,303)

**Proposal Abstract:** The proposed Yurok Youth Diversion Program (YYDP) will be implemented by the Yurok Tribal Court. The Yurok Tribal Court will form a joint Truancy Court with the Del Norte County Court and offer supportive legal and family supportive services by hiring YYDP Tribal attorney and YYDP court case managers. YYDP proposes to increase access to legal and court case management services to Yurok families and youth that are at high risk of entering into the juvenile justice system due to truancy, chronic absenteeism, and due to the inability to obtain or successfully complete an Individual Educational Plan. In addition, YYDP proposes the development of a Yurok ordinance called "Stay in School" that would strengthen the referral process between Del Norte Unified Schools, Del Norte Courts and Yurok Tribal Courts. Yurok children and youth identified by the new referral process who have current or history of truancy will receive early intervention direct services by the proposed case manager.

# Agenda Item F

Senate Bill 81

(Local Youthful Offender  
Rehabilitative Facilities Construction  
Financing Program Round One)

Monterey County Scope Change:  
Requesting Approval

DATE: June 11, 2020

**AGENDA ITEM: F**

TO: BSCC Chair and Members

FROM: Michael Shores, Field Representative, County Facilities Construction,  
[Michael.shores@bscc.ca.gov](mailto:Michael.shores@bscc.ca.gov)

SUBJECT: Senate Bill 81 (Local Youthful Offender Rehabilitative Facilities Construction Financing Program Round One) Monterey County Scope Change:  
**Requesting Approval**

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## Summary

This agenda item requests that the Board of State and Community Corrections approve Monterey County's request for a change in project scope for its local youthful offender rehabilitative facility (LYORF).

## Background

SB 81 Round One (Stats. 2007, Chapter 175) authorized \$100 million in state lease-revenue bond financing for the acquisition, design, renovation, or construction of LYORFs. Assembly Bill 1628 (Stats. 2010, Chapter 729) added another \$200 million in financing. Conditional awards were made to 13 counties under the SB 81 Round One LYORF Construction Financing Program.

After the Round One financing was conditionally awarded, \$79.2 million in state lease-revenue bond financing remained unallocated. SB 365 (Stats. 2013, Chapter 627) authorized the BSCC to release the remainder in lease-revenue bond financing under the SB 81 Round Two program.

At the November 18, 2010 BSCC board meeting, Monterey County received a conditional award of \$35,000,000.

The BSCC received a letter from Monterey County dated May 13, 2020 requesting a revised scope for the Board's approval (Attachment F-1). The proposed scope change consists of reducing the original proposal by reducing the number of detention beds from 120 to 80, eliminating 30 high security beds, the new kitchen, laundry and storage. The County will maintain and complete construction of two new 30 bed housing units, new classrooms and gymnasium, administration space and renovate an old housing unit. Demolition of old buildings will also be included in the completion of the project while the County will complete outdoor recreational space and additional enhancements with county funding after the SB 81 project is complete.

**Recommendation/Action Needed**

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Staff recommends the Board approve the change in scope for the Monterey County Senate Bill 81 Round 1 Local Youthful Offender Rehabilitative Facility Construction Financing Program project.

**Attachments**

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F-1: Monterey County letter dated May 13, 2020

# Attachment F-1

# MONTEREY COUNTY RESOURCE MANAGEMENT AGENCY

Carl P. Holm, AICP, Director



LAND USE & COMMUNITY DEVELOPMENT | PUBLIC WORKS, PARKS & FACILITIES

1441 Schilling Place, South 2<sup>nd</sup> Floor  
Salinas, California 93901-4527

(831)755-4800

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Michael A. Shores  
Field Representative  
County Facilities Construction (CFC) Division  
BOARD OF STATE AND COMMUNITY CORRECTIONS  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833

Date: May 13, 2020

## **RE: Request to Revise the New Juvenile Hall Project Scope of Work**

Dear Michael Shores,

Monterey County is proposing a revised scope of work for the New Juvenile Hall (Project) to align with current fiscal and timeline constraints, without jeopardizing SB81 funding. Below is a summary of the original and revised scope of work, and background information providing justification for the scope change and financial impacts.

### **Original Scope of Work**

The original scope of work provides a total of 120-beds and includes: demolition of all existing buildings, six (6) new buildings, renovation of one (1) existing building, site work and outdoor recreation areas (**see Attachment A - Original New Juvenile Hall Site Plan**). Buildings 1A and 1B are standard 30-bed housing units. Building 4 is the Administration Building for staff, youth processing, visitation and medical services. Building 6 is a school building with a gym, classrooms and staff support offices. Building 7 is a renovated existing 30 bed dormitory unit. Building 2 is a 30-bed maximum security housing unit. Building 5 is a support services building including a kitchen, laundry and storage.

### **Revised Scope of work**

The revised scope of work provides a total of 80 beds and includes: demolition of all existing buildings, construction of Buildings 1A, 1B, 4, 6, 7 and site work including outdoor recreation as detailed above. Building 2 (30 high security beds) and Building 5 (kitchen, laundry, storage) will not be built. A modular/portable building will be used for institutional storage. **See Attachment B - Revised New Juvenile Hall Site Plan. Attachment C – Scope Comparison** compares the original project scope and the County's revised proposal.

The current (pre-COVID) youth population is 50 (average)/70 (high). Depending on the need for high security beds, we have the ability to use all or part (wing) of one of the dorms with the ability to provide up to 30 beds. Operationally, kitchen and laundry services would continue to

be provided off site through the Youth Center. Dining will be provided within the day use areas of the housing units which have enough tables and chairs to provide individual seating for 80 youth. Recreation areas (indoor and outdoor) meet Title 24 requirements.

### **Background**

The Project was bid as a single construction project. In order to accommodate Probation operations during construction, the scope of work has been implemented in two (2) construction phases. Phase 1 is nearing completions, however a significant amount of change orders resulting from site conditions and changes from the approved plans has resulted in substantial cost increase and time delays. Due to the 3-year construction completion requirements to sell the bonds and the changes required to complete Phase 1, the County is working with the California State Department of Finance to revise the project scope.

Estimated completion for the original project scope had changed from July 2019 to June 2021 and from \$58,671,291 (hard and soft costs) to \$68,021,477, presuming no further changes/delays. Monterey County does not have additional funding needed to complete this project, especially with expected reductions in revenues due to COVID-19. The revised project scope is estimated to cost \$60,143,804 (hard and soft costs). Staff is working with an architect to develop a revised plan and construction documents.

We hope that the above information and attached supporting documentation provides sufficient information to approve Monterey County's request to amend the scope of work under SB-81 Construction Agreement.

We thank you for your consideration and look forward to continued collaboration on this project.

Sincerely



Carl P. Holm, AICP  
Director  
Monterey County Resource Management Agency  
1441 Schilling Place  
Salinas, CA 93901

**Attachment A – Original New Juvenile Hall Site Plan**

**Attachment B - Revised New Juvenile Hall Site Plan**

**Attachment C - Scope Comparison**



## Original Scope

### Summary

The original scope, developed in 2014 included demolition of the existing 114 bed facility and created a new 120-bed campus with seven buildings. Housing was divided into a 30-bed refurbished dormitory, two 30-bed standard housing units and a 30-bed high security building, including separate classrooms. The project added on-site laundry and kitchen services. Classrooms and recreation space is provided in a separate gym/school building, and a large outdoor recreation field is located in the center of the campus.

### Square Footage

63,986 SqFt

### BSCC Bed Count

120 Beds

Library: 314 SqFt

Standard Classrooms: 3,870 SqFt

High Security Classroom: 1,659 SqFt

### Recreation

Outdoor: 39,553 SqFt

Indoor (Gym): 4,729 SqFt

### Dining

1,220 SqFt

## Revised Scope

### Summary

The revised scope includes demolition of the existing 114 bed facility and creates an 80-bed facility using a 20-bed refurbished dormitory and two 30-bed standard housing units. Classrooms and recreation space is provided in a separate gym/school building, and a large outdoor recreation field is located in the center of the campus.

High security beds and classrooms, are not included in this scope. Probation will accommodate high security needs using standard housing and classrooms through operations and programming.

### Square Footage

47,536 SqFt

### BSCC Rated Bed Count

80 Beds

Library: 314 SqFt

Standard Classrooms: 3,870 SqFt

High Security Classroom: 0 SqFt,

### Recreation

Outdoor: 39,553 SqFt

Indoor (Gym): 4,729 SqFt

### Dining

0 SqFt

Dining would be provided in day room areas in accordance with Title 15/24 standards.



CHAPARRAL STREET

NATIVIDAD ROAD



# PROPOSED SITE PLAN OPTION B COUNTY OF MONTEREY JUVENILE HALL SITE PLAN 2 of 2

SCALE: N.T.S.

MAY 6, 2020

BASED ON SHEET A01.0.0 DATED 4/24/17; PREPARED  
BY DLR AND PROVIDED BY MONTEREY COUNTY

## SUMMARY

1. DELETE BLDG 02 - HIGH SECURITY HOUSING
2. DELETE BLDG 05 - SUPPORT
3. ADD STORAGE / MAINTENANCE MODULAR BUILDING.
4. ADD SECURITY FENCING AS NOTED.
5. NOTE LOCATION FOR FUTURE CLASSROOM.

EXISTING JUVENILE COURTHOUSE  
(NOT IN SCOPE OF PROJECT)

Remaining Scope

## PHYSICAL ACTIVITY AND RECREATION AREAS CALCULATIONS

INDOOR/OUTDOOR  
MINORS: 80

MAIN RECREATION EXTERIOR YARD: 39,553 SF, NO CHANGE

PAVED: 18,071 SF

UN-PAVED: 21,482 SF

FOR INFO NOT NOTED, SEE DLR SHT A01.0.0

## LEGEND

- Completed Scope
- Remaining Scope
- FENCE IN Completed Scope
- FENCE IN Remaining Scope
- (N) MODULAR / PORTABLE BUILDING  
MATCH PROGRAM SF
- RECREATION AREA, NO CHANGE
- PERVIOUS GROUNDCOVER, TBD
- BIO RETENTION BASIN, NO CHANGE

KASAVAN ARCHITECTS

60 W. Market St., Suite 300 Salinas, CA 93901  
831.424.2232 kasavanarch.com



CHAPARRAL STREET

NATIVIDAD ROAD

EXISTING JUVENILE COURTHOUSE  
(NOT IN SCOPE OF PROJECT)

SITE PLAN  
SCALE: 1" = 30'-0"

SITE PLAN - ALTERNATE  
SCALE: 1" = 30'-0"

## LEGEND NOTES

LEGEND NOTES ARE COMMON TO ALL  
SOME NOTES MAY NOT APPLY TO THIS SHEET

## GENERAL NOTES

1. SEE A01.0.1 FOR ADD ALTERNATE 1, 2, & 3 INFO.
2. ALL BUILDINGS TO BE SITED PER CIVIL DRAWINGS.
3. REFER TO CIVIL DRAWINGS FOR BUILDING PHASING PLAN.
4. SECURITY FENCE PHASING SCHEME TO COORDINATE WITH BUILDING PHASING.
5. REFER TO CIVIL DRAWINGS FOR ADDITIONAL INFORMATION.

## SITE SYMBOLS

- PROPERTY LINE
- NEW BUILDING LINE
- EXISTING NEW CURB, SEE CIVIL DWGS
- PAVING CONTRACTION JOINT
- EJ
- FENCE, SECURITY
- ACCESSIBLE PATH OF TRAVEL TO PUBLIC RIGHT-OF-WAY AND SAFE DISPERSAL AREA
- 150'-0" MAX. FIRE HOSE PULL RADIUS COVERAGE
- 150'-0" MAX. FIRE HOSE PULL PATH
- FH
- FIRE HYDRANT
- FDC
- FIRE DEPARTMENT CONNECTION
- EXISTING LIGHT POLE
- NOT IN SCOPE OF WORK / PERMIT
- FIRE LANE CURB
- KB
- KNOX BOX LOCATION, SEE SITE GENERAL NOTES B AND C SHEET CP0.06
- PD
- PANIC DEVICE
- FFE:
- CIVIL CONCRETE PAD FINISH HEIGHT REFER TO CIVIL DWGS. ARCHITECTURAL FFE 100'-0" EQUALS CIVIL ACTUAL.

## PHYSICAL ACTIVITY AND RECREATION AREAS CALCULATION

**INDOOR / OUTDOOR**  
MINORS: 120  
PER 1230.1.1 FACILITY CAPACITY 41,274 = 225 SF PER MINOR  
120 MINOR X 225 SF = 27,000 SF REQUIRED  
PROVIDED: 50,585 SF FOR FACILITY (NOT INCLUDING HOUSING REC YARDS AT BUILDINGS 1A, 1B AND 2)  
**PAVED / UNPAVED**  
EXTERIOR RECREATION AREAS  
MAIN RECREATION EXTERIOR YARD: 39,553 SF  
PAVED: 18,071 SF  
UNPAVED: 21,482 SF  
INTERIOR RECREATION AREAS  
HOUSING UNITS: 9,417 SF  
GYMNASIUM PAVED: 4,729 SF  
TOTAL INDOOR/OUTDOOR RECREATION AREAS: 50,585 SF  
PERCENTAGE OF PAVED AREA: 32,217 SF / 50,585 SF = 64%  
(DOES NOT INCLUDE HOUSING UNIT REC YARDS)

**FOR REFERENCE ONLY**  
OWNER REQUESTED EXTERIOR HOUSING UNIT REC YARDS:  
HOUSING UNITS EXTERIOR PAVED RECREATION YARDS: 3,114 SF  
3 PAVED REC YARDS @ 1,038 SF = 3,114 SF

PARKING COUNT APPROVED BY COUNTY AND NOT SUBJECT TO COUNTY EXISTING PARKING STANDARD REQUIREMENTS. ADA PARKING BASED ON TOTAL STANDARD PARKING STALL COUNT.

PARKING COUNT:	
PUBLIC PARKING:	23
STANDARD STALLS	02
ACCESSIBLE STALLS	01
VAN ACCESSIBLE STALL	20
STAFF PARKING:	
STANDARD STALLS	57
ACCESSIBLE STALLS	02
VAN ACCESSIBLE STALL	01
TOTAL PARKING STALL COUNT:	
STANDARD:	80
ACCESSIBLE:	03
PER CAL GREEN 10% OF TOTAL PARKING TO BE DESIGNATED FOR ANY COMBINATION OF LOW-EMITTING, FUEL EFFICIENT AND CARPOOL/VAN POOL VEHICLES:	
TOTAL:	9 (CIC-CAL GREEN AS 105.5.1)
BICYCLE RACK COUNT:	
PUBLIC: 4 RACKS EACH HOLD 2 BICYCLES, TOTAL:	08
STAFF: 4 RACKS EACH HOLD 2 BICYCLES, TOTAL:	08
TOTAL:	16

## CODE ANALYSIS ROADMAP

1. FOR SCOPE OF WORK DEPICTION AND GROSS BUILDING AREAS, REFER TO CP0.01 - CODE ANALYSIS.
2. FOR OCCUPANT LOADS AND BASIC DESCRIPTIONS OF REFUGE SCHEMES, REFER TO CP1.1.1 - CP1.1.1.
3. FOR CODE ANALYSIS, RATED WALLS, AND INTERIOR EXISTING SCHEMES, REFER TO CODE PLANS CP1.1A.1 TO CP1.1.1 (IF APPLICABLE) FOR CODE ANALYSIS OF EXISTING BUILDING, REFER TO SHEETS CP0.05 (FOR REFERENCE ONLY).
4. FOR LOCATIONS OF RATED ENCLOSURES INCLUDING WALLS, DOORS, AND WINDOWS, SEE CODE PLANS CP1.1A.1 TO CP1.1.1 FOR SCHEDULES OF RATED SECURITY DOORS, SEE A01.0.1 FOR SCHEDULES OF RATED STANDARD DOORS, SEE A01.0.1 FOR LIST OF WALL TYPES AND WALL DETAILS DESCRIBING RATED ASSEMBLIES SEE WALL TYPE SHEET CP3.1 - CP3.2 FOR LISTINGS RATED WALLS, HEAD OF WALL DETAILS, PENETRATIONS, AND ASSEMBLIES REFER TO WALL DETAIL SHEETS BEGINNING AT CP3.2.
5. FOR WALL TYPE CALLOUTS AND WALL TAGS, REFER TO FLOOR PLANS AT SERIES & ENLARGED FLOOR PLANS A2 SERIES.
6. FOR LOCATIONS OF CODE-REQUIRED SIGNAGE REFER TO CODE PLANS CP4.1.
7. (IF APPLICABLE FOR ADDITION WORK) FOR EXISTING PATHS DURING CONSTRUCTION REFER TO SHEET CP0.05.
8. FOR EXISTING PATHS EXTERIOR TO THE FACILITY REFER TO CP0.04 LIFE SAFETY SITE PLAN.
9. FOR SITE ACCESSIBILITY AND PATH OF TRAVEL TO PUBLIC WAY, REFER TO CP0.06.
10. (IF APPLICABLE) FOR GENERATOR DATA, REFER TO E5 DRAWINGS.
11. FOR FIRE ALARM DESIGN, REFER TO SPECIFICATION SECTION 28.311 AND SHEETS SE2.1.1A.1 TO SE2.7.1.
12. FOR MECHANICAL FIRE SMOKE DAMPERS LOCATIONS SEE M1.1A.1 TO M1.1.1 FOR DAMPER DETAILS SEE M1.1A.2 FOR DETAILS OF SECURITY BAR AT DAMPERS SEE SP2.8.

OFFICE OF THE STATE FIRE MARSHAL  
APPROVED FIRE MARSHAL  
DATE: JUL 07 2017  
Approval of this plan does not constitute or approve any  
person or division from liability for negligence. This  
approval is subject to field inspection. One set of approved  
plans shall be available in the project folder at all times.  
SP2.8.1.1.1 40.27.44.0011

CONFORMING  
DOCUMENTS

1420 Nativity Road  
Salinas, CA 93906

SITE PLAN  
COUNTY OF MONTEREY NEW JUVENILE HALL

A01.0.0

75-14126-00  
4-24-2017  
Revisions

DLR Group  
Architecture Engineering Interiors  
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